

Beaumont

HEALTH

Title Tuition Reimbursement: RN to BSN Degree Completion	Location ALL Beaumont Health	Functional Area Human Resources, Nursing
Policy Owner Executive VP & Chief Nursing Officer, VP Benefits	Document Type Policy	Effective Date 11/21/2016

I. PURPOSE AND OBJECTIVE:

Beaumont Health supports a goal of achieving an 80% proportion of RN's with a Bachelor of Science Degree (BSN) in Nursing by 2020. In support of this goal, Beaumont Health is offering an expanded Tuition Reimbursement for our RN to BSN degree completion students to help them achieve their educational goal of BSN obtainment. Note: Employees receiving tuition reimbursement for an RN to BSN degree completion program are not eligible for additional tuition reimbursement through Beaumont Health.

II. POLICY STATEMENT:

A. Eligibility

- Active employees who are classified as full-time or part-time employees (0.5 FTE or greater) and who have been employed as RN's for a minimum of one year at Beaumont Health prior to the start of the first course, are eligible to apply for reimbursement for qualified tuition expenses in an accredited RN to BSN degree completion program. (For the purposes of this policy, "active" means employees who are not on a leave of absence at the time of taking the course(s).) Employees who are classified as contingent, have been employed as a contingent working a minimum of twenty hours per week for at least one year and are continuously working a minimum of twenty hours per week are also eligible for reimbursement for qualified tuition expenses in an accredited RN to BSN degree completion program.
- All employees who participate in the Tuition Reimbursement for RN to BSN degree completion will be required to maintain Beaumont Health employment for two years from the date of tuition reimbursement and continue to work a minimum of twenty hours per week during that two year period.
In Summary:
 - Employees are eligible for the full-time benefit after working full-time for one year and continuing to work a minimum of thirty-six hours per week for a minimum of two years following reimbursement.
 - Employees are eligible for the part-time benefit after working part-time for one year and continuing to work a minimum of twenty hours per week for a minimum of two years following reimbursement.
 - Employees are eligible for the contingent benefit after working contingent for one year and continuing to work at least twenty hours per week for a minimum of two years following reimbursement.
- Employees who change their status from full-time to part-time will be eligible for the part-time tuition reimbursement benefit only. Employees who have been employed at Beaumont Health for more than one year, and change their status from part-time to full-

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time must maintain full-time status for a period of six months to be eligible for the full-time benefit.

- Hours cancelled by the facility will not be held against the nurse in meeting the hourly required commitment.
- Employees with evidence of any disciplinary action within the previous twelve months, or evidence of substandard job performance in annual performance appraisal within the previous twelve months, will be ineligible to participate.

B. Termination of Eligibility

- Eligibility ceases upon notice of termination of employment. No reimbursements will be made to former employees, to employees who have given notice of resignation, or who have been notified that they will be involuntarily terminated. These exclusions include situations in which approval of such reimbursement was previously provided and/or the course(s) were satisfactorily completed prior to the date of termination. The only exception to this will be employees whose jobs are eliminated and are eligible for severance. In that case, the employee will be eligible for reimbursement for any approved courses that are in session at the time of their job elimination if the employee submits proof of satisfactory course completion within ninety days of completion. An employee whose job is eliminated and who is eligible for severance is ineligible for reimbursement for courses enrolled in after he or she has received notice of the job elimination.
- Employees who incur any disciplinary action or who demonstrate evidence of substandard job performance in annual performance appraisal after approval, will be eliminated from participating.

C. Type of Assistance

RN TO BSN DEGREE COMPLETION PROGRAM

Assistance, when approved, is given in the form of tuition reimbursement after successful course completion. Successful completion of any required course shall be evidenced by a report from the school showing a grade of at least "B" or better for RN to BSN courses. A "B" is defined as the equivalent of a 3.0 on a 4.0 scale. If grades are not normally awarded, a statement of satisfactory completion must be presented: for instance, this may include a pass/fail.

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D. Approved Schools

Required courses taken in an accredited RN to BSN degree completion program will be eligible for consideration.

E. Courses Eligible for Reimbursement

All coursework included in the RN to BSN degree completion program will be eligible for pre-approval consideration. This includes non-nursing courses required for RN to BSN degree completion.

F. Amount Reimbursed

- Eligible full-time employees may receive up to 70% reimbursement of an annually calculated average RN to BSN program for the cost per credit hour, **for no more than eight credits per semester or quarter.**
- Eligible part-time employees (0.5 FTE or greater) may receive up to 70% reimbursement of an annually calculated average RN to BSN program for the cost per credit hour, **for no more than four credits per semester or quarter.**
- Eligible contingent employees working a minimum of twenty hours per week may receive up to 70% reimbursement of an annually calculated average RN to BSN program for the cost per credit hour, **for no more than four credits per semester or quarter.**

This calculated credit hour cost average will be determined by an annual survey of a minimum of ten RN to BSN degree completion programs in the state of Michigan.

- Eligible employees who receive assistance from outside sources (scholarships, grants, GI Bill, fellowships, and other stipends) are eligible for tuition reimbursement only if the cost of the tuition exceeds the amount of assistance.

Applications for reimbursement will be considered on a first come first serve basis. Consideration will be given to applications submitted and approved prior to the start of classes only.

G. Income Tax Information

The taxability is determined by federal law and regulations and is subject to change. The benefits received by employee may be deemed taxable during any applicable tax year (i.e.

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January 1st to December 31). Under federal law, Beaumont Health must report benefits paid as taxable income to the employee.

H. Employee Commitment

1. The employee must agree that if he or she voluntarily leaves Beaumont Health, he or she will repay Beaumont Health the full amount of any tuition reimbursements received during the twenty-four month period preceding the employee's termination date. Repayments will be immediately due and payable to Beaumont Health upon termination unless Beaumont Health and the employee mutually agree to an alternative repayment arrangement.
2. If the employee incurs any disciplinary action, negative performance appraisal, or demonstrates evidence of substandard job performance in annual performance appraisal after applying for Tuition Reimbursement, the employee will be ineligible for reimbursement.

The following expenses are not reimbursable:

- a. Seminars, workshops, certifications, re-certifications, licensing, re-licensing, or training classes.
- b. Entrance exams, preparation courses for entrance, examinations for competency credit, or license exams.
- c. Courses retaken and previously reimbursed.
- d. Books, supplies, and deposits.
- e. Registration fees, application fees, lab fees, or parking fees.
- f. Travel expenses.
- g. Elective courses that are not part of the curriculum.
- h. Any costs prior to becoming eligible under this policy.
- i. Any courses in which pre-approval was not obtained.
- j. Courses taken on an "audit" basis.

III. SCOPE:

This policy applies to all employees within all entities under Beaumont Health System, including William Beaumont Hospital, Botsford Health Care and Oakwood Healthcare Inc. and all business units, affiliates and corporate offices of all three entities.

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IV. DEFINITIONS:

- A. Full-time: Budgeted at 1.0 FTE.
- B. Part-time: Budgeted at 0.5 FTE or greater.
- C. Contingent: Employees who have been working a minimum of twenty hours per week for at least one year, and continue to work a minimum of twenty hours per week.
- D. Accredited: Accreditation is a process of validation in which colleges, universities and other institutions of higher learning are evaluated. The purpose of accreditation is to ensure that a college's programs meet a certain minimum standard. Accreditation in higher education is a collegial process of self-review and peer review for improvement of academic quality and public accountability of institutions and programs. This quality review process occurs on a periodic basis, usually every three to ten years.
- E. Baccalaureate Nursing Programs are accredited by ACEN, CCNE or CNEA. The Accreditation Commission for Education in Nursing (ACEN) accredits multiple types of nursing education programs including masters, baccalaureate, associates programs. The Commission on Collegiate Nursing Education (CCNE) accredits programs that offer only masters and baccalaureate level nursing degrees. The National League for Nursing Commission for Nursing Education Accreditation (CNEA) accredits multiple types of nursing education programs including masters, baccalaureate, associates and clinical doctorate degree programs.

V. RESPONSIBILITIES:

- A. Management has an affirmative responsibility to support the development of his/her employees. They are responsible to confirm that the employee is eligible for participation.
- B. The Benefits Department has the responsibility to administer, approve reimbursement and update the policy in conjunction with Nursing.
- C. The Payroll Department has the responsibility to issue payment to the employee as notified by the Benefits Department.
- D. Employees are personally responsible to enroll in courses, pay tuition to the institution, and submit all appropriate documentation to Benefits Department in a timely manner.

VI. PROCEDURE:

To qualify for and receive tuition reimbursement, the employee is required to:

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- A. Complete the Tuition Reimbursement Request Form (the "Form"), including a signature from his/her manager as noted on the form, prior to enrolling in and/or the start of the course.
- B. Submit the completed Form to the Benefits Department along with the RN to BSN degree completion summary with evidence that the course(s) is (are) required for degree completion prior to the start of the course. The employee is to retain a copy of the completed Form until the course is complete. The Benefits Department will review the application and send employee an approval or denial letter within fourteen days of receipt.
- C. Register for the course, pay the tuition and complete the course.
- D. Obtain evidence of satisfactory completion of the course as defined in the policy, as well as a statement/receipt reflecting the amount of the tuition paid (such as a tuition statement or receipt of payment for tuition) and submit them to the Benefits Department within ninety days of course completion. Contingent RNs will also need to provide proof that he/she has continued to work a minimum of twenty hours per week during the course period, along with a manager's attestation of same. Further, any additional paperwork that may affect the amount to be reimbursed (i.e., grants, scholarships, GI bill, etc.) should accompany the paperwork. Detailed instructions regarding acceptable forms of documentation can be found on the Form.
- E. Approved reimbursements will be directly deposited, along with the employee's regular pay, into the employee's bank account for those employees who have previously signed up for direct deposit. Other employees will receive the reimbursement in the form of payment they receive for their regular payroll. Reimbursement will generally occur within thirty days or two pay periods following submission of all of the appropriate paperwork.

VII. REFERENCES (if applicable):

None

VIII. DISTRIBUTION:

A list of those locations or positions or electronic access to which the new or revised policy document is distributed.

IX. REVIEW AND REISSUE DATE:

This date will be three years from the month and year in which the policy is finalized, unless the department would like to establish an earlier date. All policies are to be updated when changes to policies or procedures occur or every three years whichever occurs earlier.

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X. DISCRETION TO MODIFY POLICY:

Beaumont Health periodically reviews and revises its policies. This policy, as with all others, is subject to change at Beaumont Health's discretion without prior notice. This policy supersedes all prior written policies on this subject. This policy is located on the Beaumont Intranet.

XI. ATTACHMENTS:

Tuition Assistance Request Form: RN to BSN Degree Completion. (see attachment tab, upper right corner).

CORPORATE AUTHORITY:

Beaumont Health ("BH") as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., ("Subsidiary Hospitals") establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals' workforces are collectively designated as BH workforce throughout BH policies.