

Guidelines for Approved Use of Tuition Reimbursement Combined with CEU

Benefit	Continuing Education (Runs by Employee Anniversary Date)								
	Local 105		Local 7		Local 7-APN, PA, PT, OD, RPA, Speech Path, Audiologist, Genetic Counselor, Occupational Therapist		Local 7-Pharmacists		
Union and Group	Local 105		Local 7		Local 7-APN, PA, PT, OD, RPA, Speech Path, Audiologist, Genetic Counselor, Occupational Therapist		Local 7-Pharmacists		
When Employee is Eligible	Eligible after 1 year of service		Eligible after 1 year of service		Upon Hire		Eligible after 1 year of Service		
Requirements	**Maintenance of license/certification **Speciality area: ok r/t current work assignment (mgmt deems appropriate) **Must request 4 weeks in advance **Request 8 wks in advance if provider		**Related to current job classification ** Employee must request in writing 4 weeks in advance (8 wks in advance if employee sees patients) Program must be offered by accredited educational institution or professional organization. Employee must complete the program **Working hours for CE days (travel included if business hours) **CE expenses may be used either during Working/Non-working hours (travel/misc.) If the employee does not use her/his CE benefit, the accumulated days and dollars benefit expires at the end of the anniversary year, except for members of the Mental Health bargaining unit. CE Days and Dollars are prorated based on the employee's FTE, except for the "mid-level" group.						
	CE Days	CE Money	Years of Service	CE Days	CE Money	CE Days	CE Money	CE Days	CE Money
	3 Days	\$300.00	1 year of service	1 Day	\$158.40	5 Days (40 hours)	\$1,650.00	2 Days	\$198
			2 years of service	3 Days	\$497.20			3 Days	\$594
			3 years of service	5 Days	\$792.00			5 Days	\$990

Tuition Reimbursement: Calendar Year	\$3000 Tuition Reimbursement (Jan 1 through Dec 31st)
Local 105	Local 7
Eligible after 3 Months of Service	Eligible after 3 Months of Service
**Related to current work assignment or potential for advancement in company Employee scheduled at least 20 hours **Non-working hours only **Complete with a level C or higher **Reimbursement for travel, cost of seminars, etc. up to \$500 Not prorated based on FTE	

Situation	Tuition Reimbursement	CEU
Conferences/courses where CEU credits are issued	Yes	Yes
Conferences/courses where no CEU credits are issued	Yes	No
Courses to obtain or maintain licensure, degrees, or certification	Yes	Yes
Books, tuition, software, lab fees	Yes	Yes
Travel and accommodations	Yes, max of \$500*	Yes
Miscellaneous expenses (e.g. parking, uniforms, transportation, periodicals)	No	Yes
Courses during working hours	No	Yes
Courses during non-working hours	Yes	Yes
License Fees	No	No
Exam Fees (when not included in the course)	No	No

*\$500 max is total amount from tuition reimbursement that can be used for travel, room/lodging (excluding meals).