

Guidelines for Approved Use of Tuition Reimbursement Combined with CEU

Benefit	Continuing Education (Runs by Employee Anniversary Date)						
Group	Local 7 Professional and Mental Health			Local 7-APN, PA, PT, OT, OD, RPA, Speech Path, Audiologist, Genetic Counselor, DC, Acupuncture		Local 7-Pharmacists	
When Employee is Eligible	Eligible after 1 year of service			Upon Hire		Eligible after 1 year of Service	
Number of Days/ Dollars Based on Years of Service	Years of Service	CE Days	CE Money	CE Days	CE Money	CE Days	CE Money
	1 year	1 Day	\$158.40	5 Days (40 hours)	\$1,650.00	2 Days	\$198
	2 years	3 Days	\$497.20	5 Days (40 hours)	\$1,650.00	3 Days	\$594
	3 years	5 Days	\$792.00	5 Days (40 hours)	\$1,650.00	5 Days	\$990
Requirements	<p style="text-align: center;">**Related to current job classification</p> <p>** Employee must request in writing 4 weeks in advance (8 weeks in advance if employee sees patients)</p> <p style="text-align: center;">Program must be offered by accredited educational institution or professional organization.</p> <p style="text-align: center;">Employee must complete the program</p> <p>**Working hours for CE days (travel included if business hours)</p> <p>**CE expenses may be used either during Working/Non-working hours (travel/misc.)</p> <p>If the employee does not use her/his CE benefit, the accumulated days and dollars roll over to the following year.</p> <p>CE Days and Dollars are prorated based on the employee's FTE, except for the "mid-level" group.</p>				<p style="text-align: center;">Related to current job classification</p> <p>Employee must request in writing 4 weeks in advance (8 weeks in advance if employee sees patients)</p> <p style="text-align: center;">Program must be offered by accredited educational institution or professional organization.</p> <p style="text-align: center;">Employee must complete the program</p> <p>Working hours for CE days (travel included if business hours)</p> <p>CE expenses may be used either during Working/Non-working hours (travel/misc.)</p> <p>If the employee does not use her/his CE benefit, the accumulated days and dollars roll over to the following year.</p> <p>CE Days and Dollars are prorated based on the employee's FTE.</p>		

Expenses Covered (Paid Time Covered Above):	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, fees, software, lab fees	Yes	Yes
Association fees, certification fees	No	Yes
All travel, transportation, meals, and accommodations	Yes, max of *\$750	Yes
Miscellaneous expenses (e.g. parking, uniforms, transportation, periodicals)	No	Yes
Courses during non-working hours	Yes	Yes
License Fees	No	No
Exam Fees (when not included in the course)	No	No

Tuition Reimbursement: \$3000 Tuition Reimbursement Calendar Year: (Jan 1 through Dec 31st)
Local 7
Eligible after 3 Months of Service
<p>Related to current work assignment or potential for advancement in company</p> <p>Employee scheduled at least 20 hours</p> <p>Complete with a level C or higher</p> <p>Reimbursement for travel, cost of seminars, etc. up to *\$750</p> <p>Not prorated based on FTE</p>

DEA Licensure and Renewal is paid for Nurse Practitioners, Physicians Assistant, and others who are required for their jobs to have this by the company, and it is not paid for out of the Local 7 members' continuing education or tuition reimbursement allotment.

*\$750 (starts 1/1/2019) for Alliance Unions. Max is total amount from tuition reimbursement that can be used for travel, room/lodging (excluding meals). \$500 applies to Coalition Unions.

