

CRONA Membership Meetings
February 2017

SHC Educational Assistance

14.1 Purpose.

14.1.1 To encourage and assist eligible Nurses in increasing their effectiveness in performing the duties of their present jobs and to increase their knowledge and effectiveness as Registered Nurses.

14.1.2 To recognize and support according to the terms set forth below the ongoing need for continuing education for many Nurses as part of maintaining licensure or certification required by the Employer.

14.8 Application Procedure.

14.8.1 Program, Course, Exam Approval (other than Continuing Education Units).

a. Before enrolling for a program, course, and/or exam, the eligible Nurse must present her/his supervisor with a written request describing how the program, course(s), and/or exam(s) meets the criteria set forth in 104.6 above.

b. Programs, courses, and/or exams must be approved for qualification compliance by the applicant's Unit Supervisor and approved by the Vice President of Patient Care or designee prior to enrollment.

c. If appropriate approval has been granted to an eligible Nurse for a total continuing program, e.g., completion of an undergraduate, graduate or professional degree in the field of Nursing, it is not necessary to request approval before registering for each course in the program. If an eligible Nurse is not enrolled in a total program, such as the completion of a Bachelor's Degree, but desires to enroll in single courses, it is required that the Nurse seek appropriate approval for each individual course.

d. The approved and completed form is retained in the Department of Nursing.

14.8.2 Reimbursement.

a. In order to receive reimbursement, the following must be submitted to the Nursing Administration within ninety (90) calendar days of the final date of the course(s):

(1) A completed current Tuition Reimbursement Application Form.

(2) Evidence of payment of expenses, e.g., a copy of a canceled check, receipt for payment or customer copy of credit card statement.

(3) Grade record – "C" or higher or certification of course completion in courses where no grade is given, e.g., a copy of the BRN Continuing Education Certificate.

(4) Copy of exam/passing score notification.

b. Failure to submit paperwork before the defined time limit will result in nonreimbursement. If extenuating circumstances occur which are determined to be beyond the Nurse's control, e.g., grade record or canceled check has not been returned, the Nursing Administration Department must be informed in writing before the end of the ninety (90) calendar day limit.

LPCH Educational Assistance

13.1 Purpose.

13.1.1 To encourage and assist eligible Nurses in increasing their effectiveness in performing the duties of their present jobs and to increase their knowledge and effectiveness as Registered Nurses at the Employer.

13.1.2 To recognize and support according to the terms set forth below the ongoing need for continuing education for many Nurses as part of maintaining licensure or certification required by the Employer.

13.2 Eligibility

13.2.1 Regular full-time and part-time Nurses and "C" Relief Status

13.3 Reimbursement.

13.3.1 The Employer will pay tuition for courses taken for credit (including Home Study), certification exams and certification renewals completed by eligible Nurses according to the Program, Course and/or Exam qualifications and reimbursement procedures in the Employer's Reimbursement Policy. Individuals must show proof of purchase, registration, attendance or completion of courses to receive reimbursement within ninety (90) calendar days of the final date of the course(s). Failure to submit paperwork before the defined time limit will result in non-reimbursement. If extenuating circumstances occur which are determined to be beyond the Nurse's control, e.g., grade record or canceled check has not been returned, the Center for Nursing Excellence must be informed in writing before the end of the ninety (90) calendar day limit.

13.3.2 Reimbursement Section.

The dollar maximum is Two Thousand Dollars (\$2000.00) per academic year (the end of the pay period immediately before September 1 through the end of the pay period immediately before August 31) for eligible full-time Regular Nurses and pro-rated amounts of that maximum for eligible part-time Regular and Relief Nurses.

a. Educational reimbursement may cover Continuing Education Course Tuition (includes cost of CE credit for ACLS, Chemo certification and Trauma CEUs, AR, PALS and NRP, tuition for PALS and NRP outside LPCH, and Lane Library privileges); fees for professional certification and renewals; membership in a professional Nursing organization, Nursing Research Projects at LPCH through LPCH Nursing research; travel, lodging for out of area professional conferences; professional journals, books, software and audio-visual materials.

b. The Employer will respond to a Nurse's request for reimbursement or prior approval of expenses under this section within thirty (30) days of receipt of the request; and, if the request is denied, the Employer's response will inform the Nurse of the position of the person who made the decision and the reason(s) why the request was denied.

LPCH-Must use GP strategies for pre-approval and for reimbursement

-HR online; GP strategies tile (shared workstation); create application; wait approval; take class, buy book, attend conference etc., GP strategies; request payment; submit receipt and proof of completion (within 90 days); get paid!

SHC-Must get pre-approval from manager/director/CNO and then use HostedHR for reimbursement.

-email manager for pre-approval; wait approval; take class, buy book, attend conference, etc.; Hosted HR; create application; attach receipts and proof of completion (within 90 days); get paid!

DO NOT buy your books, conferences, CEU without prior approval!

Pre-Approved Education time

Follow pre-approved education policy. May request education time up to a year in advance. Submit request to manager. You must be granted or denied within the first two weeks of the following month (after you submitted your request). If denied, must state reason. Notify CRONA if reason seems unreasonable (ie: short staffed).

All educational assistance must be used by the end of the pay period immediately before August 31