
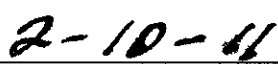




National University of Health Sciences General Policies

Title: Employee Education Assistance	Page	1	of	7
Date Adopted: 11/19/93	Date(s) Revised:	2/10/11		
 _____ President		 _____ Date		

POLICY STATEMENT

National University of Health Sciences (NUHS) encourages its full-time faculty and full-time support staff to pursue further and/or continuing education. University assistance for such undertakings may be available. This is not a fringe benefit, but a developmental program having a number of objectives consistent with the University's efforts to advance its mission and purposes, albeit the attainment of some of these objectives may accrue personal benefit(s) to full-time University employees. Among these objectives, but not limited thereto, are the following: a) to equip employees to better perform in their assignments and thus increase their value to the institution; b) to increase the qualifications of employees requisite to promotion when vacancies occur, thereby increasing employee upward mobility within the University; c) to motivate employees to maximize their potential; d) to minimize employee turnover; e) to assist the University in identifying highly motivated employees; f) to increase the quality of patient care. In general, the University encourages professional and vocational growth of its employees, believing that such growth, with concomitant competency increase, will enhance performance in direct proportion to the increased knowledge and skills inhering to that growth.

Nothing in this policy shall negate current policy relative to faculty members enrolling in courses or programs offered by the Lincoln College of Post-professional Continuing Education. Also, nothing in this policy shall be interpreted to mean that NUHS discourages an employee from pursuing continuing education, which would not qualify for University assistance under this policy.

I. PREREQUISITES FOR ELIGIBILITY FOR UNIVERSITY ASSISTANCE

- A. Only full-time employees of the University faculty and support staff are eligible to receive University assistance.
- B. Employees must have been in the full-time employ of the University for no less than one year prior to applying for assistance.
- C. The nature and content of the continuing education must be directly related to the nature and content of the employee's University assignment and, in the sole judgment of the President or his/her designee, be calculated to increase the competencies of the employee in that assignment. Judgments on these issues shall be made by those who are in the processing sequence and shall be identified in writing in their recommendations.
- D. The continuing education program must be approved by the President of the University after he/she has received a recommendation from the relevant Vice President.

II. APPLICATION AND PROCESSING

- A. An employee desiring to pursue a continuing education program, for which University assistance is sought, must make a formal application to the employee's immediate supervisor or relevant College Dean on a form provided by the University, which may be obtained from the Vice President for Administrative Services.
- B. For a full-time faculty or staff member, the immediate supervisor or Dean of the relevant college shall forward the application and a recommendation to the relevant Vice President. The Vice President shall forward the application and a recommendation to the President of the University. The final approval or disapproval of the application and recommendations shall be made by the President.

III. INSTITUTIONAL NEED

- A. Personnel who are involved in receiving an application and making a recommendation must take into consideration the nature and content of the education program for which the applicant seeks University assistance as they relate to the applicant's University assignment, the image of the University, as well as the University's need for the competencies which are essential to the University's ability to fulfill its mission.
- B. In addition to the factors set forth in III.A. immediately above, the President, the Vice President for Business Services, Vice President for Administrative Services and the Vice President for Academic Services shall take into consideration the competency needs of the University on a priority basis and the financial resources available for funding education for full-time personnel.

IV. QUALIFIED PROGRAMS

- A. Qualification of programs for inclusion under this policy shall be the responsibility of the President of the University, and his/her decision shall be made after he /she has received a recommendation from the Vice Presidents.
- B. The following is a representative list of the types of programs, which currently qualify for consideration by the University relative to assistance. This list is not intended to be exhaustive, nor is the order in which the types of programs are listed to be interpreted as University priority for programs, and the list may be altered from time to time for such reasons as, but not limited to, the evolution of new programs, changes in the University's educational programs or needs, and the availability of University resources for assistance.
 - 1. Earned academic degree programs offered by regionally accredited institutions of higher education. Examples of such programs are those that lead to an associate, a baccalaureate, a master, or a doctoral degree.
 - 2. Formal educational programs offered or approved by the Council of the American Chiropractic Association leading to the status of Diplomats.
 - 3. Programs leading to certification by an agency recognized by the University. Examples of such certification are Chiropractic Assistant (C.A.), Radiological Technologist [R.T.(R)], Medical Technologist (M.T.) (A.S.C.P.), Registered Physical Therapist (R.P.T.), and Certified Public Accountant (C.P.A.)

V. NON-QUALIFIED PROGRAMS

- A. Any and all educational programs that have been undertaken or completed by University employees prior to the date upon which this policy is approved by the President of the University, shall not qualify for assistance under this policy.
- B. University assisted programs for employee retraining, in cases where an employee's current position is eliminated or downsized, or where a current fulltime employee, in addition to or in lieu of, in whole or in part, their regularly assigned task(s) is assigned the task(s) of a departing employee, do not qualify for inclusion under this policy.
- C. Short-term programs or experiences for learning or developing a specific skill do not qualify for inclusion under this policy.

VI. UNIVERSITY ASSISTANCE

A. University assistance to employees who desire to pursue additional education, and whose applications have been approved, may be in the form of provision of release time, or provision of financial assistance, or both. Any tax liability, Federal, State or otherwise, resulting from the University providing financial assistance is solely the responsibility of the employee. Further, while pursuing additional education, with or without University assistance, the employee shall not be, nor shall not represent himself/herself to be an agent of the University and is solely and personally responsible for his/her actions or his/her failure to act.

1. Release time from University assigned duties must be specified in the employee's application for assistance. The decision in this regard shall be predicated upon its ability to make satisfactory arrangements for other appropriate employees in the applicant's functional area(s) to accomplish the applicant's tasks in his/her absence. In no case shall release time be granted if it would seriously interfere with the efficiency and effectiveness of the applicant's functional area(s).
2. Financial assistance:
 - a) Shall be limited to reimbursement to the employee only for tuition and educational fee charges for the courses, or program parts, successfully completed. Reimbursement shall be made only upon the employee presenting to the Vice President for Administrative Services: a) a receipt showing that the tuition amount requested for reimbursement has been paid in full by the employee; and b) an official document from the institution that the employee has satisfactorily completed that part, or parts, of the program for which the tuition was paid and that the completed part, or parts, is (are) creditable toward the degree, status, certificate, or other credential sought, or in the alternative, an official transcript indicating successful completion of a course, or courses, at a grade level creditable toward the degree, status, certificate, or other credential sought. Employee performance on any part, or parts, of the educational program which would not be creditable toward the degree, status, certificate, or other credential sought, shall mean that the tuition paid by the employee is solely their responsibility, i.e., not reimbursable to them by the University.
 - b) Financial assistance and the amount thereof, if any, of necessity, will depend upon other institutional priorities and obligations. At the beginning of each annual budget cycle, each Budget Center Manager shall be responsible for including requests, if any, for funding of employee education. Proposed budgets shall identify the current year's budgetary level of funding for employee education, the amount expended by the end of the current year, and complete information relative to any increases or decreases requested.
 - c) The President or the President's designee may grant exception to reimbursement and have the institution pay the invoice.

3. Financial Limits on Assistance:

- a) Financial assistance will be based on the availability of funds.
- b) Each supervisor must provide a written evaluation of the expected expenses, current and long term, and the expected gain to the department and the University from the investment of the funds in the individual applying.
- c) Awarding of financial assistance for one term, semester or quarter, is not to be construed as an agreement to provide financial assistance for the proposed program. The President or the President's designee reserves the right to discontinue financial support at any time and solely at the discretion of the President or the President's designee.

VII. MANDATORY SERVICE TO THE UNIVERSITY AFTER COMPLETING ADDITIONAL EDUCATION WITH UNIVERSITY ASSISTANCE

- A. An employee whose application for University assistance for the pursuit of additional education has been approved, must agree in writing to provide, at the sole discretion of the University and after the employee completes the additional education program, future service to the University in accord with the schedule set forth below. Such written agreement by and between the employee and the University must be executed before any University assistance is provided, and any such future service shall not be contingent upon whether or not the employee successfully completes the University approved educational program for which University assistance has been provided. Continued employment by the University of an employee under such a future service agreement may be rescinded at the sole discretion of the University in the event that the employee is terminated for cause.
- B. Employees who are provided assistance (financial and/or release time) for additional education shall, at the conclusion of the educational program, provide future service to the University equal to a minimum of six months or twice the period of time during which assistance was provided based upon release time involved, whichever is greater. The maximum time of service shall not exceed three years.
- C. In the event the employee, at his/her discretion, ceases employment with the University prior to completion of the service requirement specified in B. above, the employee shall immediately remit to the University the total amount of money the employee received from the University for additional education reimbursement; and
- D. In addition to the amount specified in C, immediately above, the employee shall immediately remit to the University an additional sum equal to 1.25 times the hourly rate of the employee (based on total pay) during that (those) release time(s) multiplied by the hours of release time.

- E. Any year(s) of future service mandated by B immediately above shall commence on September 1 following either receipt by the employee of the credential sought through the additional education program or the employee's discontinuing the education program.

VIII. CESSATION OF UNIVERSITY ASSISTANCE AND REIMBURSEMENT TO THE UNIVERSITY

- A. In the event that the employee receiving University assistance under this policy discontinues the additional education program for a period in excess of one semester or two quarters for reason(s), solely in the judgment of the University, over which the employee has control:

1. University assistance shall immediately cease; and
2. Any and all outstanding financial obligations incurred by the employee for the additional education approved by the University and otherwise reimbursable to the employee under this policy shall become the sole responsibility of the employee; and
3. The employee shall, within one hundred twenty (120) consecutive calendar days, commencing with the first day after the discontinuance of the additional education program, pay to the University an amount of money equal to the total amount of money which the employee has received from the University for additional education reimbursement; and

Any future service mandated by B above to be provided by the employee, solely at the discretion of the University, shall commence as prescribed in E above.

- B. In the event that the employee receiving University assistance under this policy discontinues the additional education program for reason(s), solely in the judgment of the University, other than that, or those, over which the employee has control;

1. University assistance shall immediately cease; and
2. Any and all financial obligations incurred by the employee for the additional education program approved by the University and reimbursable to the employee by the University, and;
3. The employee shall not have to pay to the University an amount of money equal to the amount of money, if any, reimbursed to the employee for the additional education program; and
4. Any future service mandated by B above to be provided by the employee, solely at the discretion of the University, shall commence as prescribed in E above.

IX. PURSUIT AND SUPPORT AGREEMENT

- A. The employee does not guarantee that they will successfully complete the additional education program for which the University provides assistance. However, the employee does guarantee that they will, to the best of their ability, diligently pursue the additional education program and will not interrupt said program, or discontinue it, for reasons within their control.
- B. The University does not guarantee that the employee will successfully complete the additional education program for which it provides assistance, and the University commits itself to continue to provide assistance to the employee for the additional education program, provided that the employee diligently pursues the program and does not discontinue it for any period of time, or permanently, for reasons deemed by the University to be within their control.
- C. In an effort to lessen or obviate the potential for disagreement or misunderstanding, employees who are considering discontinuing education programs for which University assistance is, or has been, provided, shall consult with the President, or his/her designee, before making their decision.

X. UNIVERSITY'S RIGHT TO CHANGE OR ELIMINATE PROGRAM

- A. The University recognizes that many factors impact upon its decision to continue, change, or discontinue this program, and therefore it is incumbent upon the University to reserve the right to implement such decisions. However, notwithstanding any changes in this policy, the University shall honor any additional education support commitments made prior to such changes for a period of eight (8) months after making such changes, and the employee shall honor any future service obligations incurred under this policy prior to the time at which this policy is discontinued.