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| **Laboratory Education Reimbursement Policy** |
| **Purpose** | It is the policy of Children’s Hospital and Clinics of Minnesota to encourage and assist its employees to increase their skills and knowledge through education that will contribute to maintenance of competency and improvement of job performance and/or potential advancement. In accordance with this policy, an Education Reimbursement Program has been established to reimburse employees who enroll in job-related courses which are sponsored by accredited or well-recognized institutions and professional organizations.  |
| **Policy** | 1. Eligibility
2. All laboratory employees are eligible to receive education reimbursement each year. The Administrative Director will determine final approval for individual reimbursement. Decisions to approve education reimbursement will be based on available funds, the education expenses of the previous year, and the budget of the department/fund.
3. Employees have an equal opportunity to participate in the Education Reimbursement Program and employees receiving education reimbursements will be rotated each year.
4. Eligibility for the Education Reimbursement Program is based on the following criteria:
5. Employees shall have accrued one year of satisfactory employment prior to eligibility for the laboratory education reimbursement program. Temporary and probationary employees are not eligible for education reimbursement.
6. Education programs that are eligible for education reimbursement must be directly related to the employee’s immediate work, or to work that the employee may reasonably be expected to advance within the laboratory. Examples of acceptable education programs include, but are not limited to, seminars, workshops, lectures and professional meetings.
7. Education Reimbursement Program request forms must be approved at least three weeks prior to the beginning of the educational program or before the “early bird” registration, whichever comes first. National conferences require an eight week notice prior to the beginning of the program. It is up to the manager and/or Administrative Director to approve requests received less than three weeks from the beginning of an education program.
8. Certificates of course completion and other required documentation (including a schedule date for the oral presentation) must be submitted within 60 days of course completion in order to be considered eligible for reimbursement.
9. General Policies
10. This policy covers educational programs that occur within the continental United States. Attendance at international meetings requires approval from the Administrative Director.
11. All employees are strongly encouraged to participate in the CHC Grand Round conferences, teleconferences and other free or cost-effective methods of continuing education.
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| **Policy Con’t** | 1. Decisions to approve a request for education reimbursement reside with the manager and the Administrative Director. If a request is approved or denied the manager will provide a notification to the employee.
2. Managers, supervisors, education coordinator and technical specialists should be supportive of staff attendance at educational programs. Responsibilities include, but are not limited to, circulating education program brochures and announcements, identifying and recommending education programs and opportunities, supporting bench coverage when appropriate, and scheduling and approving staff members’ requests.
3. Employees receiving education reimbursements or paid educational leave are required to share educational materials with the department and should present informational summaries to their colleagues.
4. For a full day seminar attended (or more) a live, oral presentation at a continuing education session must be scheduled with the education coordinator and completed within 3 months. Should multiple staff members attend a seminar, a team presentation will be acceptable.
5. A copy or synopsis of the handouts plus a one-page summary of the seminar, with approval from the Education Coordinator, may be accepted as a substitute for the oral requirements.
6. The certificate of completion must be submitted and oral presentation scheduled or written materials completed within 60 days of course completion.
7. Fund Allocation
8. The total laboratory education fund will be determined at the beginning of the year. Fifty percent of the total fund may be allocated out by June 30th. The remaining fifty percent and any carry over will be reserved for requests after June 30th.
9. Funds sources are obtained from:
10. Dr. Jarvis Lab Education Endowment; Annual interest from this fund is provided to the laboratory for educational use.
11. Laboratory Education Fund; Funds are provided through the employee giving campaign and/or direct donations from employees
12. Laboratory Operational Budget; Funds are budgeted and approved annually
13. Approval Process
14. The following criteria will be used when approving requests:
15. Number of eligible applications
16. Available funds
17. Course quality and content.
18. Relevance of educational program to applicant’s work assignment
19. Availability of less expensive education alternatives, such as participation by telephone or video conferencing and the availability of local substitutes.
20. Applicant’s eligibility.
21. Impact of the applicant’s absence on staffing.
22. Indicate the reimbursement funds used during the current fiscal year to determine maximum allowance available.
23. If request is approved or denied, notification will be given to the requestor.
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| **Procedure** | 1. Request Procedure
2. Complete the Education Reimbursement Request Form
3. Attach a copy of the brochure, announcement or descriptions and fee schedules of the sessions to be attended.
4. Submit request form and supporting documents to the manager. The manager will pass the request form to the Administrative Director for further approval.
5. Reimbursements
6. Eligible employees may receive reimbursement for travel, lodging, meals and miscellaneous expenses related to pre-approved educational activities. .
7. Any employee asked to present at scientific events and/or for special circumstances, as identified by a manager and approved by the director, may also receive reimbursement for the expenses associated with participation.
8. Travel and per diem expenses are subject to the maximum allowances established by the hospital policy 1404.09 ([Children’s of Minnesota, Reimbursement – Travel/Business Policy](http://khan.childrensmn.org/references/policy/1400/1404.09-employee-reimbursement.htm))
9. Submission of Evidence of Completion
10. Within sixty (60) days of completion of the education activity, the employee must submit to the manager:
11. Proof of payment for registration fees, scheduled date for the oral presentation with the education coordinator or written synopsis completed and certificate of attendance to the employee’s manager.
12. Also within sixty (60) days, a daily travel log including receipts for travel and per diem expenses.
13. Failure to submit education expenses according to this procedure may result in forfeiture of the reimbursement.
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| **References** | Hospital Policy 1404.09 ([Children’s of Minnesota, Reimbursement – Travel/Business Policy](http://khan.childrensmn.org/references/policy/1400/1404.09-employee-reimbursement.htm)) |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Jennifer Heimkes | 5/09/2016 | Initial  |