

RWJBarnabas HEALTH

Policy: Tuition Reimbursement Policy

Type: Administrative (ADM) / Human Resources

Applicable To: Newark Beth Israel Medical Center & Children’s Hospital of New Jersey , RWJBarnabas Health medical group, RWJBarnabas Health Corporate Services, Children’s Specialized Hospital, RWJ University Hospital Rahway, RWJ University Hospital Somerset, RWJ University Hospital, Trinitas Regional Medical Center, RWJBarnabas Health Behavioral Health Center, Jersey City Medical Center, RWJ University Hospital Hamilton, Monmouth Medical Center, Clara Maass Medical Center, Community Medical Center, Cooperman Barnabas Medical Center, Human Resources | The Bridge, Monmouth Medical Center, Southern Campus

Policy Owner: System Human Resources Leadership Council

Effective Date: 7/28/2022

Approved by: Assistant Vice President, Benefits (AVP, Benefits)

1. Policy Statement:

RWJBarnabas Health (RWJBH) recognizes that the continuing educational development of employees is essential to the delivery of quality health care. Therefore, tuition assistance will be provided to eligible employees who seek additional training in order to increase their competence in present jobs, as well as to prepare themselves for advancement within RWJBarnabas Health.

Tuition Reimbursement is available to active RWJBH employees who wish to obtain a health care related degree up to but not higher than a Master’s Degree. Doctoral degrees will be considered for reimbursement on a case by-case basis provided they are business or job related and in the interest of both the employee and the facility. Job related certificate courses completed at a regionally accredited college and/or university may be considered on a case-by- case basis.

Employees who have completed three (3) months of employment prior to the start of a class, and who are regularly scheduled full time employees may be eligible for 100% reimbursement for college level tuition expenses (and graduation fees) * to a dollar maximum of \$5,250 per year.

Part time employees (as defined by the facility) who meet the above criteria may be reimbursed on a percentage of the FT benefit based on their scheduled hours for courses that are taken on the employee’s own time and result in a grade, credits, degree and/or health care related certificate. For example: 20 scheduled PT hours at a site where FT is 40 hours = 50% of \$5,250 or \$2,625; 30 scheduled PT hours at a site where FT is 40 hours = 75% of \$5,250 or \$3,937.50.

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* Expenses including, but not limited to: books, installation fees, late fees, medical fees, and registration fees will not be reimbursed.

To qualify for reimbursement, a course must be taken from a regionally accredited institution. The request must be entered on the International Scholarship and Tuition Services (ISTS) platform. ISTS completes the 1st approval; confirms eligibility (work hours and DOH) and classes are being taken at an accredited institution. ISTS will then send the request to the facility contact for final approval.

Upon the successful completion of an approved course, the employee will be reimbursed based upon receipt of a "C" or above or "Pass" grade and his/her scheduled hours at the completion of a course.

2. Acronyms:

There are no acronyms associated to this document.

3. Related Documents:

Document Type	Document Name
Associated Procedures:	
Resources:	
Job Aids:	
Regulatory references:	