

<b>LIFENET, INC.</b>	Reference #: 78 - Version #: 3
Aeromedical, Corporate, Hot Springs, Payne Co, Texarkana - 050- TXK Air (Staff), 050- TXK Air Operations (Management), 100-TXK Field , 200 - Payne County Field, 300-Hot Springs Village Field, 350-HS Field, 810-TXK Fleet, 820-TXK Communications, 840-Business Office, 850-HS Communications, 860-HS Fleet, 900- Administration, 910-TXK Operations, 920- Payne County Operations, 930-HS Operations, All, Communications (Do Not Use)	CAAS Standard: 106.02.01 Policy for Pay, Benefits, and Other Compensation
<b>Employee Handbook</b>	Section: Human Resources

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

## **Educational Assistance - Personal Development**

### Policy

- A. It is the vision of LifeNet to provide a quality of life for our employees that promotes involvement, develops their non-patient care skills, provides a future, treats them consistently, gives each of them a reason to do good in all situations, and promotes an employee's balance in life and work.
- B. To meet this vision LifeNet provides educational assistance to its employees in accordance with the guidelines established below.

### Comments

- A. Employees to be eligible for educational assistance must have regular full-time status and completion of the Evaluation Period prior to the beginning of the semester/session.
- B. Eligible employees may be reimbursed only for courses of study that LifeNet determines are directly related to the employee's filed degree plan. In addition, courses or programs to be eligible for reimbursement must be offered by accredited institutions of learning.
- C. Employees who want educational assistance must obtain approval from Human Resources before enrollment. Employees will be required to submit and have on file a degree or course plan prior to approval.
- D. Employee reimbursement for eligible educational assistance will normally be based upon the grade received for the course, as follows:
  - 1. For a grade of "A," 100% of reimbursable costs up to \$900 per course;
  - 2. For a grade of "B," 75% of reimbursable costs up to \$900 per course; or
  - 3. For a grade of "C" 50% of reimbursable costs up to \$900 per course.
- E. No reimbursement will be made for a grade lower than "C," and 75% of reimbursable costs will be made for passing a "pass-fail" course. No reimbursement will be made for classes or courses being re-taken for a second time. Employees receiving reimbursement from any outside sources, such as the Veterans Administration or scholarships, may use the above formula but LifeNet's portion may not make the total exceed 100% of the reimbursable costs.
- F. Employees seeking reimbursement for educational expenses must submit to the Human Resource Department a certified transcript of their grades and receipts for the expenses incurred. LifeNet will then reimburse to the employee the applicable percentage of the reimbursable costs. However,

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employees who take courses at the specific request or direction of management may be reimbursed for all costs in advance.

- a. Reimbursable costs are defined as charges assessed by an academic source to every person enrolling for the course. These charges are required of everyone and are neither negotiable nor discretionary for the individual enrolling in the course. Reimbursable costs include in-state tuition, fees and course/lab fees. Course/lab fees must always be itemized. Reimbursement of course/lab fees may require a written statement from the academic source justifying the fee as a required fee in addition to other fees.
- b. Reimbursable costs do not include books and/or supplies.
- c. Reimbursements should be processed within 90 days of submission of proper documentation.
- G. Employees who are terminated during enrollment because of a Reduction in Force, or job elimination or who are unable to complete an approved course because of transfer with LifeNet, will be reimbursed for the full amount of the costs incurred up to date of termination or transfer.
- H. Employees who, prior to completing an approved course, voluntarily leave LifeNet, change to part-time, or are suspended / terminated for reasons other than those listed above will not be reimbursed for the expenses associated with the course.
- I. Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours. It is expected that educational activities will not interfere with the employee's work, nor cause unsatisfactory job performance.
- J. Records of all education programs completed by each employee will be maintained by the Director of Human Resources.
- K. Tuition reimbursement will be processed through the accounting system and may be subject to applicable tax laws.

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