

3.460 RCUH Tuition Expense Reimbursement

I. Policy

It is the RCUH's policy to provide a Tuition Expense Reimbursement program as a means to encourage employees to seek and acquire educational training that is directly applicable to the individual's job at the RCUH through coursework¹ taken at any campus of the University of Hawai'i system or another accredited institution of higher education if a comparable course of instruction is not offered through the University of Hawai'i system.

II. Responsibilities

A. RCUH Employee

1. Complete a [RCUH Tuition Reimbursement Program Application/Authorization Form](#) and attach a confirmation of Course Registration **no later than the close of business 2 business days prior** to the first day of instruction of classes in the applicable semester. For example:

Spring Semester 2018	First day of Instruction-Monday Jan. 8	Application Due-Thursday, Jan. 4 by 5:00PM
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2. Submit copies of your grades within thirty (30) calendar days of course completion to RCUH Human Resources.

B. Principal Investigator

1. Review the [RCUH Tuition Reimbursement Program Application/Authorization Form](#). Approval is at the Principal Investigator's discretion.
2. Determine that the coursework is job related to the employee's position description and ensure it does not interfere with work scheduling and/or project needs.

III. Applications

This policy applies to regular-status employees working 100% FTE who have completed one (1) year of continuous service in good standing as of the course start date.

IV. Details of Policy

- A. Other Eligibility Requirements to Qualify for Tuition Reimbursement** – Employee must not be receiving any other type of educational assistance through the GI Bill, scholarships, or other tuition reimbursements. Employee must not be on a disciplinary or leave status.
- B. Amount of Reimbursement** – Reimbursement will be limited to the cost of three (3) credits per academic semester, or nine (9) credits per calendar year. The amount of reimbursement shall be limited to the cost per credit for Hawai'i residents at UH Mānoa.
- C. Courses Must Be Job Related** – Course(s) must be job related. "Job related" is defined as directly applicable to job duties or qualifications, or part of a defined

¹ Workshops/seminars and conferences are covered under a separate policy.

career path (previously proposed by Principal Investigator and approved by Director of Human Resources), which is part of a planned reclassification of the employee's current job.

- D. **Reimbursement Is Made upon Completion of the Course** – The employee will receive a tuition expense reimbursement upon the successful completion of an approved course with a grade of “C” or better.
- E. **Courses Should Not Interfere With Work Priorities** – An employee should not enroll in courses that will conflict and/or interfere with their job, work schedule, or project's operations. Flex-time scheduling may be requested by the employee, but the Principal Investigator reserves the right to approve or disapprove such request. If an employee is allowed to use flex-time to enroll in classes during the normal scheduled workday, the Principal Investigator will be responsible to ensure the accuracy of the employee's timesheets. If flex-time is not allowed, then all courses will be taken during non-work hours.
- F. **Tuition Reimbursement Program Is Subject to Change or Termination** – This program may be modified or terminated at the discretion of the RCUH Board of Directors.

V. Procedures

A. Procedures for Applying for Reimbursement

1. Employee Must Complete a Tuition Reimbursement Application: An [RCUH Tuition Reimbursement Program Application/Authorization Form](#) must be completed by the employee and endorsed by the employee's Principal Investigator. A confirmation of Course Registration must accompany the application form and be submitted **no later than the close of business 2 business days prior** to the first day of instruction of classes in the applicable semester to rcuh_admin@rcuh.com. If attending a college or university not in the University of Hawai'i system, additional attachments are required as follows: current tuition and fee schedule for your school, a current course description, and justification that it is a course not similarly offered at a UH campus.
2. Applications Will Be Reviewed by RCUH: All applications will be reviewed by the Director of Human Resources. If sufficient funds are not available to reimburse all qualified applicants, the Director of Human Resources will notify applicants that reimbursements shall be made on a first-in, first-paid basis, up to the limit of available funds. Applicants will be notified in writing by the Director of Human Resources whether their reimbursement has been approved or not.
3. Employees Must Be on Active Status to Receive Reimbursement: Employees who terminate or are discharged prior to completing their course will not be eligible for reimbursement.

B. Procedures for Obtaining Reimbursement

1. Employee Must Submit Grades for the Course(s): The employee must submit copies of their grades for the applicable course(s) within thirty (30) calendar days of course completion to RCUH HR via rcuh_admin@rcuh.com.
2. RCUH Will Send the Tuition Reimbursement to the Employee: Tuition reimbursement will be made within ten (10) working days after receipt of passing grade. Confirmation of check mailing address will be made at this time.
3. Tuition Reimbursement May Be Subject to Taxation: Reimbursement payment may be subject to taxation in accordance with the Internal Revenue Service (IRS).

VI. Contact

Nelson Sakamoto, Director of Human Resources: (808) 956-3100
rcuh_admin@rcuh.com

VII. Relevant Documents

[RCUH Tuition Reimbursement Program Application/Authorization Form](#)

Date Revised: 04/12/2017, 08/08/2017, 10/24/2017