

Purpose: The purpose of this policy is to support continuous learning and professional development by providing educational assistance to eligible employees. This policy outlines the procedures for applying and receiving reimbursement for coursework.

Definitions:

- **Certification:** A credential earned by meeting specific requirements and passing an industry-recognized exam. Certifications demonstrate expertise in a particular field and are often tied to job functions or licensure.
- **Certificate:** A formal document awarded upon the successful completion of an educational program or series of courses. Certificates typically reflect focused study in a specific area but do not require an exam or professional credentialing.

Background: JPCHC partners with institutions to provide a discount on tuition costs to JPCHC employees in areas of study offered. Employees may ask about this for details through the application process.

Scope: This policy applies to all JPCHC employees.

Policy:

A. ELIGIBILITY:

Under this policy, educational assistance is provided to:

- All employees who are in good standing with JPCHC.
- Employees who have successfully completed orientation and have been employed for a minimum of at least 1 year without interruption before enrolling in coursework.
- Courses must be relevant to JPCHC business.
- Employees must complete an application for educational assistance for coursework and receive approval from the Human Resources department prior to starting the course.

However, educational assistance will not, or if already awarded will no longer, be provided to any qualified employee who has received a formal warning related to work performance within three months prior to seeking approval; or

If an employee receives a formal warning at any time after approval has been granted and before coursework is completed, further review will occur to determine if current and future courses will be approved.

- Upon successful completion of coursework, employees must commit to one (1) year of employment with JPCHC. In the event the employee fails to continue

employment, they will be responsible for paying back any education assistance at a prorated amount.

B. Eligible PROGRAMS/COURSEWORK:

To qualify for educational assistance, coursework must be relevant to the employee's current role or a future role within JPCHC and must support the organization's mission, services, or operational needs.

Reimbursement will be provided for the following programs:

- Undergraduate or graduate course work that leads to a degree in a field applicable to healthcare, behavioral health, public health, health administration, or other areas supporting JPCHC operations.
- Undergraduate or graduate certificates that are job-related and support professional development within the healthcare or community health field.
- Training that leads to industry approved certification or professional development activities that enhance the employee's ability to perform in their current or potential future role at JPCHC. This may include programs that do or do not result in a formal certificate or certification.

C. REIMBURSEMENT AMOUNT:

The company will provide educational assistance only for all passing grades up to \$3,000 per calendar year for benefit eligible Full-Time employees. Part-Time benefit eligible employees qualify for reimbursement up to \$1,500 per calendar year.

CERTIFICATION TESTING:

The company will provide reimbursement for certification test fees only for all passing exams related to eligible employees' professional development up to \$1,000 per calendar year.

The company will provide reimbursement for certification training as long as the employee earns the minimum passing grade or better and proof of a passing grade is provided. For

the purposes of this policy, completion of a course must be verified with a grade of “C” or better. If the course is a “Pass/Fail,” a “Pass” is acceptable.

JPCHC will not provide any reimbursement if an employee withdraws from an approved course or if the approved course is canceled. Furthermore, the employee must promptly inform the appropriate manager/supervisor/department head and Human Resources if he/she withdraws from an approved course or if the course is canceled. The employee must provide a receipt of tuition costs for the course(s) along with the employee’s transcript or proof of passing the certification exam in order to receive reimbursement from JPCHC.

JPCHC will issue reimbursement to employees within 30 days of receiving official documentation of successful course completion, as defined above. Documentation must be submitted directly from the education institution or program provider.

D. REIMBURSEMENT REQUIREMENTS:

Employees who want to take advantage of this program must make a formal request for educational assistance by completing applicable paperwork provided by the Human Resources Department.

In the event the employee fails to continue employment, they will be responsible for paying back any education assistance at a prorated amount.

E. POLICY EXCEPTIONS

Exceptions to this policy require the written approval of the Chief Executive Officer or their designee.

Approved: *Marc Hackett*
Marc Hackett
Chief Executive Officer

Date: 7/28/2025