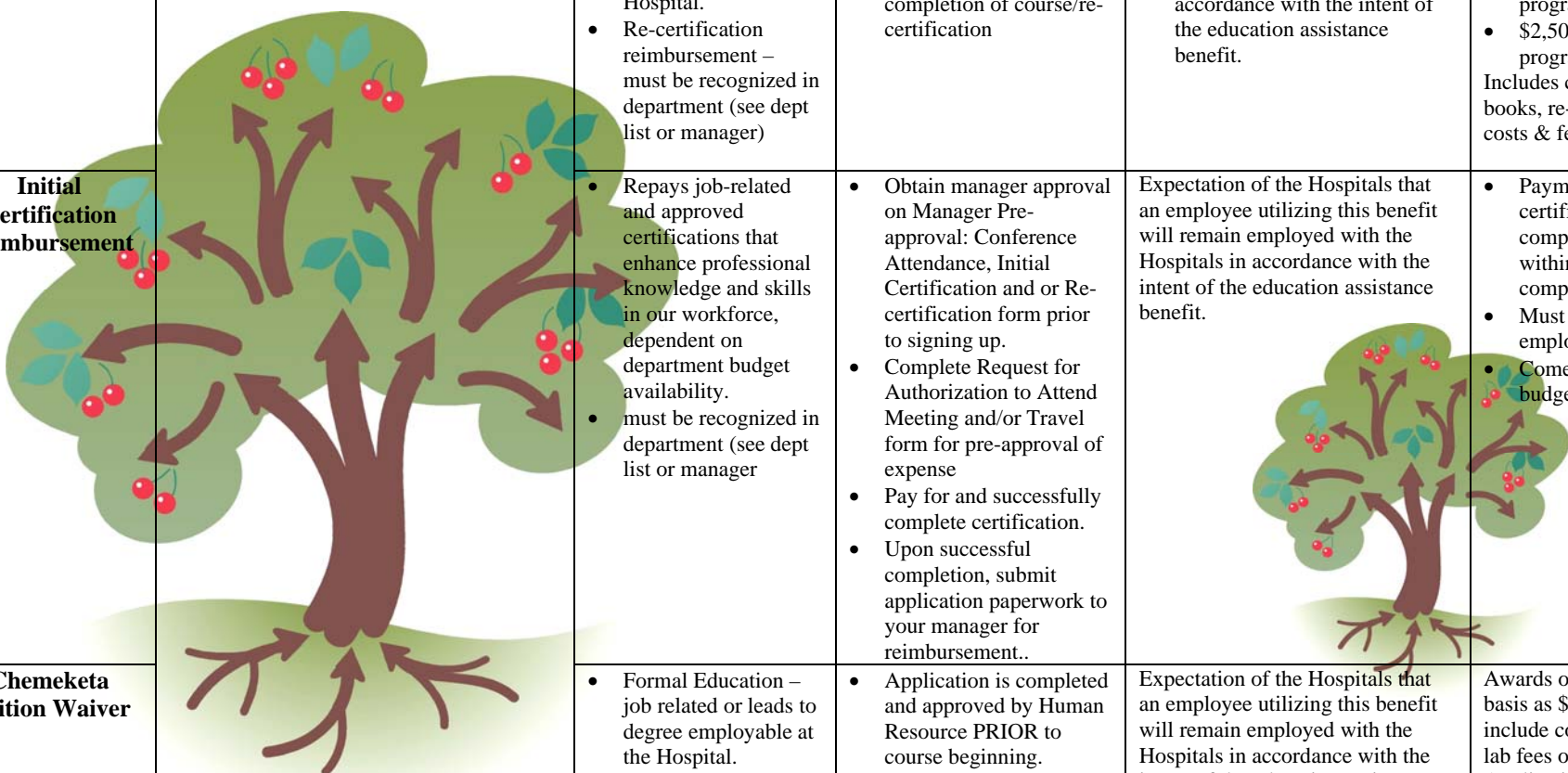
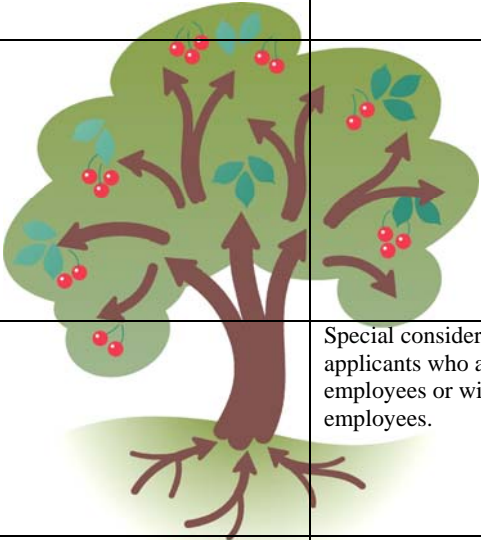


Education Assistance Summary

Program Name	Eligibility Requirements	Description	Procedure	Employee Commitment	Notes
Tuition & Re-certification Reimbursement	<ul style="list-style-type: none"> Regular full time or part time employee. After Introductory period successfully completed. No corrective action (written reminder or higher) within the last 6 months. 	<ul style="list-style-type: none"> Tuition Reimbursement - Formal Education that is job related or leads to degree employable at the Hospital. Re-certification reimbursement – must be recognized in department (see dept list or manager) 	<ul style="list-style-type: none"> Submit completed application and supporting documents to Human Resources upon successful completion. Reimbursement AFTER completion of course/re-certification 	<ul style="list-style-type: none"> Employee must obtain a “C”/ Pass or better. Expectation of the Hospitals that an employee utilizing this benefit will remain employed with the Hospitals in accordance with the intent of the education assistance benefit. 	Limit per Fiscal yr (Oct 1 – Sept 30) <ul style="list-style-type: none"> \$1,500 for job related courses, Associate’s program and re-certification \$2,000 for Bachelor’s programs \$2,500 for Graduate programs (Master’s, JD, etc) Includes cost of tuition, required books, re-certification exam costs & fees.
Initial Certification Reimbursement		<ul style="list-style-type: none"> Repays job-related and approved certifications that enhance professional knowledge and skills in our workforce, dependent on department budget availability. must be recognized in department (see dept list or manager) 	<ul style="list-style-type: none"> Obtain manager approval on Manager Pre-approval: Conference Attendance, Initial Certification and or Re-certification form prior to signing up. Complete Request for Authorization to Attend Meeting and/or Travel form for pre-approval of expense Pay for and successfully complete certification. Upon successful completion, submit application paperwork to your manager for reimbursement.. 	Expectation of the Hospitals that an employee utilizing this benefit will remain employed with the Hospitals in accordance with the intent of the education assistance benefit.	<ul style="list-style-type: none"> Payment is After the certification is successfully completed and submitted within 60 days of completion. Must be taken while employed at the Hospitals. Comes out of Department budget.
Chemeketa Tuition Waiver		<ul style="list-style-type: none"> Formal Education – job related or leads to degree employable at the Hospital. \$300 available per term 	<ul style="list-style-type: none"> Application is completed and approved by Human Resource PRIOR to course beginning. Employee takes approved application to CCC for course(s) to be waived and registers. 	Expectation of the Hospitals that an employee utilizing this benefit will remain employed with the Hospitals in accordance with the intent of the education assistance benefit.	Awards on 1 st come, 1 st served basis as \$ available. Does NOT include cost of books, materials, lab fees or other costs. Applications may be obtained outside HR offices or online.
Conference Attendance	<ul style="list-style-type: none"> All employees after successful initial introductory period completed. No corrective action (written reminder stage) within the last six months 	May attend Hospital-paid conferences identified to be in line with department and organizational goals	With approval from department manager		This is dependent on department budget availability.
Educational Loan Repayment Program	<ul style="list-style-type: none"> Employee must be a recent graduate in a regular full- or part-time (20+ hours per week) position that is designated as a position in demand. Successfully completed six months of 	<ul style="list-style-type: none"> Offers repayment of outstanding student loans (principle amounts, interest is not eligible) up to a 	<ul style="list-style-type: none"> Complete & submit application to Human Resources with appropriate documentation. 	<ul style="list-style-type: none"> Employee agrees to repay the loan without interest through employment with the Hospitals. Amount of loan forgiven by 	<ul style="list-style-type: none"> Payments are made in \$2,500.00 increments on every 6 months. The lifetime cap of funds available under this program

Program Name	Eligibility Requirements	Description	Procedure	Employee Commitment	Notes
	<ul style="list-style-type: none"> • continuous regular full-time or part-time (20 + hours per week) employment. • Educational program must have been completed within the last 3 years from application submission. • Evidence must be provided that education is complete and with a minimum "C" or "pass" average. • No corrective action (written reminder stage) within the last six months. 	<p>maximum of the degree totals.</p> <ul style="list-style-type: none"> • Degree totals are \$5,000 for Associate degrees, \$10,000 for Bachelor degrees, and \$20,000 for Graduate degrees. 	<ul style="list-style-type: none"> • Allow 4 weeks for loan consideration. 	<p>\$2.00 for every hour worked at the Hospitals.</p> <ul style="list-style-type: none"> • If employee leaves before loan is repaid in full, there is a repayment schedule. 	<p>to an employee is \$30,000.</p>
Back to School Program	<ul style="list-style-type: none"> • Employees of the Hospitals • No corrective action within the last six months, if an employee of the Hospitals. • Meet requirements indicated in the education position posting. 	<p>The Hospitals may financially support employees to pursue an education in area(s) that have been identified as an organizational need.</p>	<ul style="list-style-type: none"> • Watch for Back to School Program positions to be posted on the Hospitals job website. • Apply if interested and eligible. 	<ul style="list-style-type: none"> • Agree to terms set forth in an established written agreement. 	<p>Position availability is determined by organizational needs. When positions are available they will be advertised through our job posting process.</p>
Career Path Assistance	<p>All Salem and West Valley Hospital employees are welcome to participate.</p>	<p>The Health Careers Specialist is available to help individuals with their planning and exploration as needed. Explore careers, further education, and other developmental activities.</p>	<ul style="list-style-type: none"> • Click on the Human Resources link on the intranet. Click on the Planning and exploration link, then Employee Career Path Assistance and explore your options. • Complete the application and meet with the Health Careers Specialist. 		
Foundation Scholarship Program	<p>Current or potential PHH employees. Application or acceptance into a formal training program in a medical or medically related field.</p>	<p>Pre-requisites must be completed to be eligible. Scholarship designed to defray tuition and book expenses. Financial need is considered</p>	<p>Contact person: Foundation Office: Applications available on the website, services/foundation Applications must be post-marked by the end of May each year.</p>		<p>Special consideration to applicants who are Hospital employees or will become employees.</p>
Auxiliary Scholarship Program	<p>Student or employee pursuing education in a health related field. For individuals entering or continuing field.</p>	<p>Scholarships usually ranging from \$350 - \$1,500 per individual</p>	<p>Obtain application on the Hospitals website, services/volunteers. (Volunteer Department - 15189). Applications post-marked by mid March</p>		<p>Applications available Jan 15th each yr. Special attn paid to \$ need, volunteer work, extracurricular activities, etc</p>



Note: This is a summary of education assistance programs. Consult the Education Assistance Policy online for complete information and eligibility requirements
Internal Health Careers Specialist – Dennie Brooks at 1-2422

3/24/06