



## Policies and Procedures # 17

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### Subject: Educational Reimbursement

Department: HR  
Approved By: Steve Williamson

Approved/Amended On: 2/26/2001  
Effective Date: 2/26/2001

This policy/procedure supersedes all other policies/procedures of the same subject.

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#### PURPOSE:

EMSA believes it is important to provide an organizational climate where employees can develop themselves. This not only helps the employee succeed, but helps EMSA meet its existing and future personnel needs.

#### POLICY:

It is our policy to provide financial assistance to an eligible employee for approved educational programs.

This policy applies to all full-time company employees who execute a consent to payroll deduction form in the event of non-completion or non-compliance.

EMSA will provide reimbursement up to \$600/calendar year per employee (to include tuition, books, and equipment/lab fees), for satisfactory completion of approved course work towards a degree that can be used to benefit EMSA.

Tuition and fees may be paid either by reimbursement to the student, or directly to the institution.

To be eligible for reimbursement, the employee must obtain a C or above in undergraduate coursework or a B or above in graduate coursework.

If the employee fails to complete coursework already paid for, or does not meet the grade requirements, EMSA will deduct the tuition from the employee's paycheck in 3 equal installments as previously agreed. Grade cards must be submitted within two weeks from the end of the semester or deductions will commence.

**Comment [11]:** NOTE: Employee must consent in writing prior to any payroll deduction or offset. I recommend that a consent form be executed by the employee at time of application for the program.

EMSA EDUCATIONAL REIMBURSEMENT EMPLOYEE CONSENT FORM

I have read EMSA's Educational Reimbursement Policy, and agree to submit a grade card within two weeks after completion of each course taken. I also acknowledge and agree that if I do not complete the coursework EMSA has paid for, or do not meet the grade requirements of a C or above in undergraduate coursework or a B or above in graduate coursework, EMSA will be entitled to deduct paid educational expenses, including tuition, from my paycheck in three equal installments and I hereby consent to such paycheck deduction.

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Employee Signature

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Date