

# **Education Benefits**

## **for SEIU Represented Employees**

The following is a summary of education benefits provided by USC to employees at USC University Hospital who are represented by SEIU. Such benefits will be those provided under the collective bargaining agreement between SEIU and Tenet to the extent that USC is reasonably able to duplicate the benefit. In the event of a discrepancy between the benefits and limitations described in this summary and the collective bargaining agreement, the terms of the collective bargaining agreement will govern.

### **Tuition Reimbursement Benefits**

#### **Who is eligible?**

Regular Full-Time and Part-Time 1 employees who have completed at least one (1) year of continuous service as a benefits-eligible employee at USC University Hospital at the time of registration in the course are eligible. Employment at Tenet affiliates or facilities prior to the purchase of the hospitals by USC also may be counted toward the service requirement. Employees must remain employed throughout the duration of the course in order to be eligible for reimbursement.

#### **Maximum Reimbursements**

Eligible employees will be reimbursed for the cost of tuition, class fees, textbooks, enrollment fees, test fees and laboratory fees up to the following maximums:

- Full-Time Employees—\$2,000 of which up to \$500 may be used for authorized national or state professional organization seminars and conventions
- Part-Time 1 Employees—\$1,000 of which up to \$250 may be used for authorized national or state professional organization seminars and conventions

#### **Qualified Courses**

To be eligible for reimbursement, courses must fall within one of the following categories:

- A long-term program or course (at least one quarter or semester in length) offered by an accredited educational institution toward a health occupation. The course must offer a letter grade and the employee must receive a grade of “C” or better.
- Courses offering Continuing Education Units (CEU’s), as required for job related license or certification.
- Courses, conferences, seminars, etc. sponsored by a national or state organization not offering a letter grade or CEU’s, if related to advancement within the employee’s field or healthcare position not covered by the employee’s department.

Courses must be approved in writing (on a Request for Educational Reimbursement form) by the department head/director and the human resources representative at least 30 days prior to the start of the course. Documentation of successful course completion of

the course (i.e. letter grade, transcript, CEU certificate or certificate of completion, etc.) and associated receipts or photocopy of front/back of canceled check must be submitted to the Education Department.

## **Mandatory In-Service and Educational Classes**

Employees will be compensated as time worked for all in-service meetings designated by the university as mandatory.

Except where required for licensure or renewal, the university will pay employees at their benefited rate of pay (or overtime, if applicable)

- for all hours spent attending courses required by the university in order to retain their current positions.
- for all hours spent attending courses when their director requests and approves such courses.

In order to be eligible for payment, eligible employees must obtain prior written approval from their director to attend such courses offered either at the hospital or off-site.

When the required and approved course is not available on-site, the employee will be reimbursed for tuition fees.

Travel time to and from such courses will be paid in accordance with federal and state wage and hour laws.

## **Certification Recognition Bonuses**

The university will continue paying certification recognition bonuses as specified in the collective bargaining agreement between SEIU and Tenet. Continuous service as a benefits-eligible employee at USC University Hospital will be counted toward eligibility for these bonuses. Employment at Tenet affiliates or facilities prior to the purchase of the hospitals by USC also may be counted toward the service requirement.