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Owner Micki Odenbach:
Director, Benefits

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Applicability Denver Health
Human
Resources (HR)

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Tuition Reimbursement & Assistance Policy

Principle:

Denver Health and Hospital Authority (DHHA) recognizes the mutually beneficial value of an educated workforce and provides tuition reimbursement and assistance of expenses related to obtaining formal learning and training that would lead to advancement within our organization.

References:

[HR Employee Principles & Practices, Continuing Education Participation and Reimbursement](#)

[HR Employee Principles & Practices, Certification Pay](#)

Definitions:

Tuition Reimbursement: Provides employees with financial support for courses and/or certifications upon successful completion.

Tuition Assistance: Provides an opportunity for employees to receive 50% of the cost of a certification course prior to starting the class to assist in payment of the program. Not available for bachelor, master or doctorate degree programs.

Accredited Institution: Status that is given to certain colleges and universities that achieve and maintain certain academic standards.

Eligibility:

Full-time and part-time benefit eligible employees, on a pro-rated basis, who have completed a minimum of ninety days of continuous employment.

Employees on a leave of absence or who have received a total of \$15,000 in tuition reimbursement and assistance, pro-rated per FTE, are not eligible.

The tuition reimbursement and assistance maximum of \$2,500 for those seeking a qualified certification or up to a bachelor's degree or \$3,500 for those seeking a master's or PhD for 1.0 FTE employees, per calendar year and pro-rated as per FTE status for part-time employees as follows:

FTE	Reimbursement	Certifications/Up to Bachelor Degree Amount	Master/PhD Amount
1.00	100%	\$2,500	\$3,500
0.90	90%	\$2,250	\$3,150
0.80	80%	\$2,000	\$2,800
0.75	75%	\$1,875	\$2,625
0.70	70%	\$1,750	\$2,450
0.60	60%	\$1,500	\$2,100
0.50	50%	\$1,250	\$1,750
Lifetime Amount	\$15,000		

Criteria:

1. Courses must successfully be completed at accredited institutions of higher learning, such as: an approved college, a technical or vocational institution, a university, certifications through a professional organization or other appropriate educational facility.
2. A passing grade of C or above (or satisfactory completion, if the course is not graded) is required to qualify for reimbursement.
3. The following courses are eligible for tuition reimbursement and assistance:
 - a. Those courses that are directly and specifically related to the employee's current position, or another position with DHHA;
 - b. Those courses that are mandated by DHHA;
 - c. Those courses that will lead/result directly in an approved degree or license, including license types required by the Colorado Department of Regulatory Agency (DORA) in a health care and/or business profession
 - d. Colorado Department of Regulatory Agency (DORA) in a health care and/or business profession;
 - e. Courses required for achievement for College Level Equivalency;
 - f. Courses required for the achievement of a high school diploma or equivalent;

- g. Preparation courses for certification, including preparation for certification exams outlined in Appendix A (see policy attachment);
 - h. Additional courses and certifications not related to a degree program outlined in Appendix A (see policy attachment)
- 4. The following courses are not eligible for tuition reimbursement and assistance but may be eligible under the Continuing Education Participation and Reimbursement Policy:
 - a. Course involving sports, games or hobbies, unless they are required as part of a degree program;
 - b. Renewal of licenses or certifications;
 - c. Courses that are not taken for credit;
 - d. Continuing education units/courses;
 - e. Seminars, workshops, conferences, etc., pertaining to your current position; or
 - f. Computer and/or software classes that generally require a few days to complete.
- 5. Expenses eligible for tuition reimbursement and assistance include:
 - a. Tuition fees;
 - b. Registration fees;
 - c. Course fees;
 - d. Lab fees;
 - e. Required textbook and workbooks.
- 6. Expenses not eligible for tuition reimbursement and assistance include:
 - a. Library fees;
 - b. Graduation fees;
 - c. Student activity and affairs fees;
 - d. Athletic and facility fees;
 - e. Health fees;
 - f. Meals and lodging expenses;
 - g. Transportation expenses, including parking fees;
 - h. Other miscellaneous fees including fines.
- 7. Employees receiving veterans' educational benefits, scholarships or other financial assistance (except student loans) may apply for reimbursement or assistance of eligible funds they have paid out of pocket in excess of the benefits that they received from other sources.
- 8. Any amount paid in a calendar year period in excess of the IRS allowed educational expenses will be considered taxable income.
- 9. Obtainment of a certification or degree does not guarantee additional compensation.
- 10. Employees have 120 days from course completion to submit for reimbursement.
- 11. Reimbursement will be based on the FTE at the time the course is completed and from funds

available at the time grades and documentation are submitted.

12. Employees who have received tuition assistance prior to the completion of the class and resigned or moved to a non-benefit eligible position and do not complete the course with 120 days of anticipated completion date shall reimburse DHHA for any funds received via payroll deduction. If there are insufficient funds, employee will receive notice to pay any balance due.
13. Employee shall reimburse DHHA if they do not work at least one full calendar year in a benefit-eligible position of 0.50 FTE or greater following the completion of the course/reimbursement.
14. Employees who have received reimbursement or assistance will not be required to payback funds if their position has been eliminated by DHHA prior to completion.

Attachments

[Approved Certifications for Tuition Reimbursement and Assistance_updated.pdf](#)

Approval Signatures

Step Description	Approver	Date
Final Signatory	Amy King: CHRO	11/2023
	Sheila Paukert: Associate Chief HR Officer	10/2023
	Judith Benton: Assistant General Counsel Senior	10/2023
Formatting Review	Jessica Ornelas: Executive Assistant	10/2023
	Micki Odenbach: Director, Benefits	10/2023