

WVU Medicine Employee Tuition Reimbursement Program

To support employees, we are providing an employee tuition reimbursement program at all WVU Medicine ⁽¹⁾ facilities effective August 1, 2018. The program provides an enhanced benefit for those employees who attend West Virginia University (WVU).

Benefit Overview

Benefit Eligibility	
<ul style="list-style-type: none"> • Full-time employees working 36+ hours per week (FTE 1.0 to .9) • Part-time employees working 20+ hours per week (FTE .8 to .5) 	
Employee Eligibility	Annual Benefit level
Full-time Employees 1 to 5 years of service	\$3,000
Full-time Employees ≥ 5 years of service	WVU: up to 100% of university tuition Other: \$3,000

Key Employee Tuition Reimbursement Program guidelines:

- Part-time employees (FTE .5 to .8) eligible for 50% of eligible amount
- Employee grade must be C or better to be eligible for reimbursement
- Associate, Bachelor or Master degree programs only.
- Tuition assistance will be provided after reductions for any scholarships and/or grants.
- Employee enrolled in a Bachelor's of Nursing program are eligible after 90 days of employment
- Work commitment of 2 years required after receiving employee tuition assistance benefit.
- Policy will cover university tuition expense only.
- Courses must be taken from an accredited education institution.
- Employees in disciplinary process at a level 2 or above in the previous 12 months are not eligible.
- These changes do not apply to Bargaining unit employees.

Any amount an employee is reimbursed for above \$5,250 in a calendar year will be taxable to the employee. Employees will be responsible to pay applicable tax as required under Federal tax guidelines.

Visit <http://hr.wvumedicine.org> for additional information on your WVU Medicine employee benefits.

(1) The benefit applies to employees at the following West Virginia University Health System companies: Berkeley Medical Center, Camden Clark Medical Center, Jefferson Medical Center, J.W. Ruby Memorial Hospital, Potomac Valley Hospital, Reynolds Memorial Hospital, St. Joseph's Hospital, United Hospital Center, UPC and CCPC.