

November 13, 1998

TO: Tricia Peters
Manager, Human Resources

FROM: Creighton Young
Senior Human Resource Consultant

Re: Tuition Reimbursement Policy exception

Dear Tricia:


This is to document our discussion earlier today concerning use of the Tuition Reimbursement Program, specifically for Registered Nurses requesting reimbursement for RN First Assist academic programs.

The above policy currently allows eligible nurses reimbursement for a maximum of \$300.00 or \$400.00 dollars per quarter of schooling depending upon length of service with the organization. RN First Assist programs typically are five (5) to seven (7) full days in length and cost approximately twelve (12) to fifteen (15) hundred dollars. Because these programs do not follow a normal quarterly system I requested that we allow nurses seeking reimbursement for this type of training to be able to access a full years (three quarters) reimbursement rather than only one quarter.

Your signature below indicates approval of this request. It is understood that should large numbers of nurses seek this reimbursement the policy exception may be re-evaluated.



Tricia Peters
Manager, Human Resources



Date

cc: Susan Ross-Bell
Sherry Socotch