Continuing Commitment to Life Long Learning For Staff Employees

Based upon staff feedback during the most recent Employee Engagement Survey in April and in furtherance of the Health System’s Strategic Plan (Goal 5: Excellence in People), changes to strengthen the educational reimbursement program for staff are being implemented in early 2013.

The changes to the reimbursement program’s guidelines are designed to encourage and support eligible employees in their pursuit of degree-seeking programs. As an institution, we continue to invest in and support the lifelong learning efforts of our employees while simultaneously advancing career advancement and succession planning efforts.

In addition, the program is getting a new name—the Staff Tuition for Education Program or “STEP”.

Increased Reimbursement Caps

The annual maximum reimbursement amount will increase to $4,000 and the lifetime maximum will increase to $16,000. The program operates on a calendar year basis and the annual cap on reimbursement cannot be exceeded.

Application and Subsequent Reimbursement Requests

New applicants to the program must complete the Educational Excellence Program application. This application will serve as the initial eligibility review as well as the first request for reimbursement. New applicants must also complete the STEP Career Development Plan which solicits information regarding the anticipated cost and length of the degree or vocational program being pursued. Continuing program participants must complete the STEP Update Form which verifies continued eligibility and progress. This form must be submitted with each request for reimbursement and must be accompanied by eligible receipts. Supervisors must review and sign each of the forms noted above.

Departmental reimbursements for Conference, Seminar and CEU attendance

The intent of the STEP is to incentivize the pursuit of matriculated and certificated programs in support of succession planning and career advancement within the UC Davis Health System. The guidelines have been updated to better reflect this intent and to comply with IRS regulations and University policy that provide for departmental funding of work-related training, such as conferences, seminars and continuing education units,
when pre-approved by the appropriate manager in the home department. Employees are to request approval for such training within their department/division and not through STEP.

Matriculated programs include traditional degree program (Associates, Bachelors, Masters, and PhD) as well as certain accredited vocational and other specialized study (e.g. phlebotomy, radiologic technologist, etc.) that prepares candidates for skilled positions in the health sciences that are significantly utilized at UCDHS. Eligible certificate/vocational programs typically require 1 to 2 years of study to complete.

**Request for Reimbursement Process**

- After being approved for reimbursement as part of STEP, participants must submit requests for reimbursement within 60 days of course completion(s).

- Expenditures in excess of $4,000 in a particular calendar year may not be “rolled over” for reimbursement in a subsequent year.

- The deadline for submitting reimbursement requests under the current program is February 15, 2013. Current participants are strongly encouraged to submit 2012 reimbursement requests as soon as possible this month. Reimbursements issued after December 31st, including those pertaining to courses completed in 2012, will be applied to the 2013 annual cap.

The revised guidelines, relevant forms and other information are available by contacting Training and Development in Human Resources at (916)734-2676.