
 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i>	Department:	Policy No.
	Human Resources	HR 0022A
POLICY		Supersedes Policy No.
		ADM 0018A
Subject:	Approved By:	Approved Date:
Educational Assistance & Tuition Reimbursement		September 23, 2021
	HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	Last Reviewed:
		January 26, 2021

I. PURPOSE:

To provide eligible employees the opportunity to apply for educational assistance when seeking an advanced degree related to health care administration through the Educational Assistance and Tuition Reimbursement for a designated number of eligible employees for the purposes of pursuing a healthcare administration career with HHSC. This policy applies to all HHSC employees, except members of the HHSC executive management teams and directors serving on the executive management teams of the Corporate Office and at the Regional Systems.

II. POLICY:

Except for the HHSC Corporate Executive Management Team, all HHSC employees who meet the Eligibility Criteria and are interested in pursuing a healthcare administrative management career with HHSC shall be eligible to apply for consideration of Educational Assistance and Tuition Reimbursement (the "EATR Program") for an accredited Master's or MHA degree. Each employee shall obtain approval by the employee's Regional CEO ("RCEO") in advance. The employee shall commit to the Educational Assistance Repayment & Retention Agreement, a copy of which is attached hereto as Form 3. In the event the employee received EATR Program funds and fails to obtain the advanced degree and monies, the employee shall be responsible for the Repayment of all monies received by or paid on behalf of the employee to HHSC or respective HHSC Region.

Exceptions to this policy shall be brought to the attention of the employee's respective RCEO or President & CEO (or his/her designee), as applicable, for discussion and consideration on a case-by-case basis.

III. AUTHORITY:

Section 323F-7(b), Hawaii Revised Statutes

IV. RELATED PROCEDURE(S):

HR 0022B

V. REFERENCES:

- Retention and Repayment Agreement
- Section 127 of the Internal Revenue Code ("Code"),