

Salem Medical Center

Educational Assistance Programs

Expenses: Tuition, Books, Fees, Equipment and necessary supplies.

Eligibility: Status of minimum of 20 hours worked per week and have successfully completed a year of employment at Salem Medical Center.

- Full-time Employee: Up to \$5,000 per calendar year
- Part-time Employee: Up to \$2,500 per calendar year

Service Requirement: One year for every \$2,500 received. Amounts less than \$2,500 will be pro-rated accordingly.

Procedure: Complete and submit the approval application for Tuition Reimbursement prior to taking the class.

Policy: Must receive grade "C" or better.

- Failure to work the agreed upon time after the reimbursement for the class will mean that a pro-rated amount will be taken out of your final paycheck.
- Forms are available in the Human Resources office

