

AMERICAN SENIOR COMMUNITIES
Reimbursement for Certifications Policy

Section:
Human Resources

Original Date: 1/1/2021
Author/Title: Martha Bartlow, Director of Benefits
Reviewed Date:
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Purpose: The purpose of the Reimbursement for Certifications Policy is to help employees earn and maintain certifications required for their current or a potential position within the Company. It is separate and distinct from the Tuition Assistance Policy.

Policy: American Senior Communities offers reimbursement for certain certification programs to active, Full-Time, regular status employees who are scheduled **at least 30 hours per week and who have been in such status continuously for six (6) months or more.**

Approval for Certification Reimbursement depends on the relationship of the certification to the employee's current or future potential position with the Company. Course work must be through an accredited college, university, institute, or technical/trade school. Other course work offering specialized training in subjects related to an employee's job, merit individual consideration. The expectation is that the reimbursed program will result in certification for the employee.

The employee must apply for and obtain approval before the start date of each certification program.

Approval of a program does not obligate the Company to future or continued approvals. When given, approvals are only valid for the requested course.

Employees will not be reimbursed for an approved course if the employee resigns or is terminated for any reason, or changes from a Full-Time, regular status, before successfully completing the program and submitting proof of satisfactory completion of the course.

The maximum reimbursement per year, per employee, is \$500. Employee must provide documentation of expenses by the end of the program. Reimbursement will not exceed the total documented expenses.

Eligibility/Commitment Requirements

1. An employee must be employed with the Company in a Full-Time, regular status for 6 months prior to the start date of the program and through its end.
2. Reimbursement is subject to successfully completing the program.
3. The employee agrees to remain employed with the Company for a minimum of six (6) months after program completion. If the employee resigns or terminates for any reason, other than an approved medical or other leave, prior to the six (6) month period, he/she will not be eligible for rehire by the Company. The no re-hire prohibition may be overturned only by the Chief Human Resources Officer for good cause and at the Chief Human Resources Officer's discretion.

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4. Only actual out-of-pocket employee expenses will be reimbursed.
5. Certification courses/programs approved for reimbursement under this policy include but are not limited to:
 - Qualified Medication Aide (QMA) certification, taken on the initiative of the employee (QMA courses taken at the direction of the facility leader may be reimbursed through the expense reimbursement policy.)
 - Certified Dietary Manager
 - Grief Support Certification

Procedure:

1. Prior to the start of the program, the employee must complete a Certification Reimbursement Request Form and provide a course program showing enrollment. The program must include the employee's name, the name of the program and certification to be achieved, and the beginning and ending dates of the program. The employee should indicate repayment preference: check or direct deposit into their bank account. A direct deposit form is part of the request form.
2. The employee is responsible to obtain the Executive Director's signature of approval on the Certification Reimbursement Request Form **prior to the start date of the program**. The employee is then responsible for submitting the form and supporting documentation to the Payroll Benefits Coordinator at his or her facility.
(Home Office employees will obtain his or her department supervisor's signature of approval on the Form prior to the start date of the program. Home Office employees submit the form and supporting documentation to ascbenefitsadministrators@asccare.com)
3. The Payroll Benefits Coordinator submits the request form and supporting documentation to ascbenefitsadministrators@asccare.com for processing and review as soon as possible after the Executive Director signs the form. Original paperwork will be placed in the employee's file. The Benefits Administrator will return any incomplete request forms and documentation back to the facility for correction.
4. The assigned Benefits Administrator reviews the request and documentation and submits for final consideration/approval by the Sr, Director of Benefits.

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5. Once approved or denied, the Benefits Administrator will notify the Office Manager, and Payroll Benefits Coordinator (employee and supervisor, for Home Office) at the employee's work location. Processing by the Benefits Administrator may take up to two weeks. Receipt of approval does not guarantee reimbursement to the employee. The potential reimbursement is an estimated amount and is subject to change/denial.
6. After completion of the program, the employee must submit the final paperwork to the Payroll Benefits Coordinator at their facility within thirty (30) days of completing the course. The Payroll Benefits Coordinator will forward the paperwork to ascbenefitsadministrators@ascare.com for review. Required final paperwork includes the following:
 - a) Verification of successful completion of the program. Grade transcript or certification confirmation.
 - b) Invoices/receipts detailing the cost of the approved program. Handwritten receipts or those that have been altered in any way will not be accepted.
7. After reviewing the paperwork and determining the approved reimbursement, the Home Office Benefits Administrator will generate the reimbursement for direct deposit or mail a check to the facility for delivery to the employee. Please allow up to two weeks for check processing.

Effect of Non-Compliance: Home Office Benefits Administrators will track the six-month period following the completion of the course. If the employee resigns or terminates for any reason, other than due to an approved medical or other leave, prior to the completion of the required six-month period, the employee will be considered not eligible for rehire.