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RNPA Proposal 46 October 12, 2023

ARTICLE 12 - EDUCATIONAL REIMBURSEMENT

Section 12.1 - Educational Fund

a) General

1. The County will administer and fund up to four hundred ninety five thousand dollars (\$495,000) per fiscal year for group and individual professional development, certification and recertification in a nursing specialty, and continuing nurse education.

b) Individual

Nurses in the classifications of Clinical Nurse I, II, & III, Nurse Coordinator, Staff Developer, Infection Control Nurse, and Assistant Nurse Manager are eligible to receive a maximum County contribution of two thousand dollars (\$2,000) per fiscal year.

Nurses in the classifications of Nurse Practitioner, Certified Registered Nurse Anesthetist and Clinical Nurse Specialist are eligible to receive a maximum County contribution of up to two thousand eight hundred dollars (\$2,800) per fiscal year.

c) Eligibility

1. The requested expenditure must relate to the nurse's job or one to which the nurse could reasonably aspire within County service.

2. Requests for reimbursement will be processed on a "first come, first served" basis, but priority will be given to first time requests by an individual for the current year.

3. Nurses must apply for reimbursement at least ten (10) working days prior to the start of the course to allow for approval.

4. Allowable expenses shall include but not be limited to: certifications and recertifications in a nursing specialty; conference and seminar registration fees; tuition; membership in a professional Nursing Organization; books and materials required for a conference, seminar or course; and



expenses for travel out of the county to attend a conference, seminar or course, including transportation, meals, lodging, car rental, etc., per County reimbursement policy, procedures, and schedules.

Additional allowable expenses for Advance Practice Nurses shall also include, journal subscriptions, and books related to the nurse's clinical area.

5. Within 60 days of completion of the course, a nurse must submit an itemized accounting of the costs related to the reimbursement request.

6. Substitute courses may be approved when approved courses are found to be unavailable.

7. Management may disapprove an application for educational reimbursement provided.

a. Notice of disapproval is given to the nurse within five (5) working days of receipt of the application.

b. The disapproval is a result of non-compliance to the above eligibility requirements.

8. Within 30 days from submission of the itemized accounting, the County will reimburse the nurse for the full claim.

d) Group

1. Funded on a matching basis: twenty-five percent (25%) by the Association, and seventy-five percent (75%) by the County.

2. The Association will plan and budget group programs for review and approval by the County/Association Committee. Each proposed program will be considered separately on its own merits.

3. The Association will administer the approved programs, making all the necessary arrangements, etc.

e) Quarterly Financial Statement: A quarterly financial statement shall be forwarded to the Association on the status of



the fund no later than two (2) weeks after the end of each quarter.

f) Carry over of Funds: Funds not used for any period and/or fiscal year shall be carried over for use in the next period.

