

## TUITION LOAN REPAYMENT PROGRAM

### Nurses Unit

The County has established a Tuition Loan Repayment Program to assist employees with student loan obligations and encourage continued County employment.

1. Eligibility requirements- all requirements must be met before the employee is deemed eligible for loan repayment assistance:
  - a. The employee is employed in a regular Nurses Unit classification and regularly scheduled at least 72 hours per pay period.
  - b. The employee fully completes the County's Student Loan Repayment Application.
  - c. The employee submits proof of the following:
    - i. A qualifying degree.
    - ii. A valid, unrestricted nursing license.
    - iii. Current statements from an unpaid loan.
  - d. The employee is in paid status in the pay period the repayment is made.
  - e. The employee is not participating in another tuition loan repayment program. This does not include participation in any loan forgiveness program.
  - f. Employee's last Work Performance Evaluation rating is a "meets standards" or above.
  - g. Employee is not on a current leave restriction plan.
  - h. Employee is not on a current work performance improvement plan.

2. Terms of Loan Repayment Assistance:

Employees with 2 or more years of continuous service with the County as of July 1, 2019 will be eligible to apply for tuition loan repayment. Continuous service is defined as the total length of service from an employee's most recent beginning (hire) date in a regular position with no separation from County employment. Employees must complete a new application and submit supporting documentation for each disbursement for loan repayment. Any additional annual incentive will require completion of new one-year continuous periods of Qualifying Service on and after the date of the implementation of this provision. Eligible employees with 2 or more years of service as of July 1, 2019 will be immediately eligible to submit the required documentation to receive tuition loan repayment. Employees will receive the initial payment of \$1,000 and receive additional payment after subsequent years of service. In no event will the payments be combined. If the application meets County requirements, the payment shall be as follows:

- a. After completion of 2 continuous years with the County: A single payment of up to \$1,000.
- b. After completion of 3 continuous years with the County: A single payment of up to \$1,000.
- c. After completion of 4 continuous years with the County: A single payment of up to \$1,500.
- d. After completion of 5 continuous years with the County: A single payment of up to \$2,000.
- e. After completion of 6 continuous years with the County: A single payment of up to \$2,000.

Payment shall not exceed the total amount of \$7,500 per employee, unless claims against the Nurses Unit Tuition Loan Fund do not exceed the annual allowance. In the event that claims against the Nurses Unit Tuition Loan Fund do not exceed the annual allowance and all claims have been satisfied for Unit

employees, any remaining Nurses Unit Tuition Loan Fund money will be divided equally among those Nurses Unit employees whose previously submitted claims which exceeded the cap (i.e., \$1,000, \$1,500, or \$2,000, as applicable). Each Unit member will receive no more than five hundred dollars (\$500.00) in addition to the applicable cap amount.

Eligible employees will receive the initial payment within thirty (30) days after approval of the required documentation. Any additional amounts shall be paid within a reasonable period of time following completed accounting of the Tuition Loan Fund.

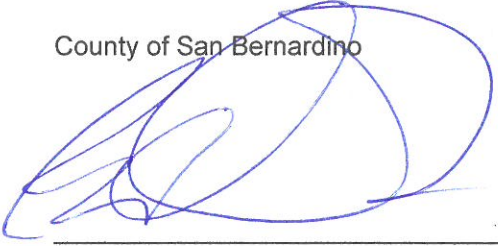
### 3. Restrictions

- a. Employee must have one or more qualifying Federal student loan and/or private student loan.
- b. Qualifying student loans include federal student loans and private student loans, defined as follows:
  - i. Federal Student Loans are loans that are funded by the Federal Government, with terms and conditions that are set by law. Examples include Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans (for graduate and professional students). Federal parent loans do not qualify for this program.
  - ii. Private Student Loans are non-Federal loans made by a lender such as a bank, credit union, state agency, or a school which are subject to examination and supervision in their capacity as lenders by an agency of the United States or of the State in which the lender has its principal place of business. Qualifying private student loans are those that require the applicant to provide school information and tuition information to the lender as part of the application process. Further, a qualifying private student loan requires that the lender certify the student loan with the applicable college or university, and that the lender directly disperse the student loan funds to the school. Examples of qualifying private student loan programs include Sallie Mae Student Loans and College Ave Student Loans.
- c. Degree must have been completed and employee must be in active repayment of the loan.
- d. Loans must not be in default status. Employees must provide a written statement from their lender(s) substantiating that the loan(s) are not in default, dated within ten (10) business days of the application for payment.
- e. This tuition loan repayment program will repay for actual costs paid for tuition only.
- f. Payments made on loans in the year prior to the repayment request that are less than the maximum yearly repayment amount will be eligible for the lesser amount paid only.
- g. Employees who separate from County employment are not entitled to prorated payments.
- h. The lender information must be verified annually, and must not be older than ten (10) days prior to the application for payment.
- i. If loans have been consolidated, proof of consolidation must be provided.
- j. If the eligible Nurse ceases to be an eligible Nurse for any reason before completion of one year of continuous service, no part of this repayment shall be paid.
- k. Employees must show proof of loan payments.

### 4. Program Details

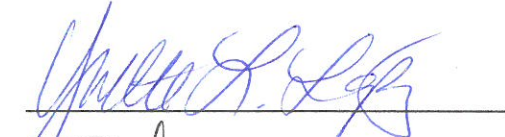
- a. Payment will be made directly to the employee through EMACS. Payment will be subject to all required payroll deductions, and participants will be responsible for any and all applicable taxes resulting from the payments they receive.
- b. Qualifying Student Loan shall mean a loan (or the portion of a loan, if consolidated) taken and used to cover the cost of an eligible nurses qualifying degree. The determination of whether or to what extent a loan is a Qualifying Student Loan shall be made based on guidelines established by the Human Resources Department.
- c. Notwithstanding the foregoing, reimbursement under this Section shall be made subject to any additional conditions approved by the appointing authority subject to any meet and confer obligations pursuant to the Meyers Milias Brown Act.

County of San Bernardino



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California Nurses Association



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Rhonda A. Watts