



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: PROFESSIONAL DEVELOPMENT POLICY

POLICY NUMBER: 00028

REVIEWED & REVISED: 06/13/2013

POLICY:

The purpose of this policy is to outline the definition and procedures related to the Professional Development benefit.

EMPLOYEES AFFECTED: All HEKTOEN Staff

DEFINITIONS:

Professional development often refers to verbal and tactile skills required for maintaining a specific career path or the general skills offered through continuing education, including the more general skills area of personal development. Professional development is training to keep current with changing technology and practices in a profession or in the concept of a lifelong learning.

CLASSIFICATIONS:

Establishing and maintaining the expertise necessary for health care professionals to perform the required functions requires developing certain knowledge, skills and abilities.

Here are examples of items covered under this policy:

- Information Seminars and Workshops
- Health Education and Formal Academic Education
- Formal Orientation and Formal Training
- Education and Training Self-Study
- Airfare for destination of Conference/Training

COVERAGE:

All Hektoen full time (80% FTE or more) employees are eligible for this benefit that have worked for a least one continuous year. All full time union workers will be eligible to receive a maximum benefit of \$750 per calendar year. Exceptions will be made, as feasible, for employees are covered by the union and need training to continue certifications up to a limit of \$1000. All non-union workers will be eligible to receive the maximum benefit of \$750 per calendar year. The maximum benefit allowed must be utilized within the calendar year. The calendar year for this benefit is from January 1 through December 31. There will be a grace period of only 1 month allowed from the end of the calendar year to submit documentation for reimbursement. There is a 15 day grace period after each calendar year in order to submit already expensed reimbursement claims. Allowable expenses are as follows:

- Conference fees/registrations
- Class fees
- Flight to the educational event
- Hotel expenses at the educational event


Disallowed expenses are:

- Other travel than the actual flight to the educational event
- Per diem
- Food expense
- Student expenses outside the current year
- Student loans
- Electronics

Receipts must be provided in order to be reimbursed for educational related expenses that fall within the appropriate calendar year.

PROCEDURES:

All employees seeking to use this benefit must complete the required form and submit it for proper approval along with proper documentation for processing. All forms must be signed by the Principle Investigator/Immediate Supervisor of the sponsored program and by the Administrator/Controller of Hektoen before being process for payment. Any training certificates or credentials obtain from professional development training or courses must be submitted to the Human Resources Department to be placed in the employee's personnel file. All questions related to this policy can be directed to the Controller at (312) 768-6005 or via email at michael.remensnyder@hektoen.org

Approved by:  Date: 6/13/13

Job Title: ADMINISTRATOR