

Take Advantage of the Employee Enhancement Program

to Boost Your Professional Development



Who's Eligible

If you've been employed by Rush for at least three months, your annual Enhancement Program account allocation will equal:

- **\$1,000 if you are a full-time employee** (72+ hours per pay period)
- **\$500 if you are a part-time employee** (40-71 hours per pay period)
- Per diem & restricted part-time employees are not eligible.



Tuition IO

Questions

Contact the Employee Service Center

esc.rush.edu

Call ext. 2-3456 or (312) 942-3456

M – F 7 a.m. to 7 p.m.

Rush strives to support employees' ongoing professional development through the Employee Enhancement Program. This program provides you with funds to cover the cost of employee education & development, providing annual funding for conferences, seminars, workshops, exams for certifications & more.

What's Covered?

Tuition, registration fees, lab fees, classroom fees and required textbooks for one-time, job enhancement activities, including the following examples:

- Classes on reading, writing, math, English as a second language and any second language coursework
- Professional workshops, seminars and conferences
- Courses leading to professional certificates (e.g., LPN, CAN, specialty certification/recertification & computer-related courses)
- Memberships in professional organizations
- Board exams and study materials

For a complete list of eligible and ineligible expenses, visit the Employee Service Center portal & search for Enhancement Program.

How Long Do Enhancement Funds Last?

Funds restart January 1st each year and do not carry over.

Reimbursement

Most eligible expenses are reimbursed at 90%, and you are responsible for paying the remaining 10% and all non-eligible costs. Some expenses are reimbursed at 100% if they are considered required for your job. These include certifications for CPR, ACLS, BLS, PALS and food sanitation, as well as board exams and study materials for residents and fellows. Reimbursements you receive as part of the Employee Enhancement Program are taxable & will be included in your W-2 earnings for the year.

Deadlines & Requirements

Applications for reimbursement must be submitted through Tuition Manager (scan QR code) within 45 days of program completion. For job-required training programs, you must also complete the Enhancement-Required Training Application found on Tuition IO.

With your application, include copies of paid receipts or statements of expenses, as well as proof of attendance such as a class final grade, completion certificate or CEU. To receive reimbursement, you may be required to earn a grade of "C" or better, or "Pass" for a class with pass/fail grading.