 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-47-P02-S06
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
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	Department/Section:	Compensation and Benefits Section
	Document Title:	<b>EDUCATIONAL BENEFITS</b>

### **PURPOSE:**

To establish policies and procedures in the availment of educational benefits of permanent employees and their qualified dependents who are enrolled at Riverside College.

### **SCOPE:**

Applies to all employees of Dr. Pablo O. Torre Memorial Hospital

### **PERSON RESPONSIBLE:**

Employee, Treasury Officer, Accounting Staff, Employees' Advances Bookkeeper, Compensation and Benefits Head, Chief Accountant

### **GENERAL GUIDELINES:**

- 1 In reference to Article XI, Section 5 of the Collective Bargaining Agreement, the following are definitions of dependents:

Hired BEFORE June 1, 2010	Hired AFTER June 1, 2010
<u>Dependents of Married Employees</u> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• <b>Parents</b></li> <li>• Legitimate, legally-adopted and/or legitimated children who are <b>twenty-three (23) years of age and below</b> and not gainfully employed.</li> <li>• Children who are physically and/or mentally handicapped and are not gainfully employed.</li> </ul>	<u>Dependents of Married Employees</u> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Legitimate, legally-adopted and/or legitimated children <b>below twenty-one (21) years of age</b>.</li> <li>• Legitimate, legally adopted and/or legitimated children who are <b>below twenty-one (21) years of age</b> and not gainfully employed.</li> <li>• Children who are physically and/or mentally handicapped and are not gainfully employed.</li> </ul>



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#### Dependents for Single Employees

- Parents
- Legitimate, legally adopted and/or legitimated children below twenty-three (23) years of age and not gainfully employed.
- One (1) sibling, **below twenty-three (23) years of age** and not gainfully employed.


#### Dependents of Single Employees

- Parents
- Illegitimate and/or legally adopted children who are **below twenty-one (21) years of age** and not gainfully employed.
- One (1) sibling, **twenty-one (21) years of age and below** and not gainfully employed.

2 In reference to Article XI, EDUCATIONAL BENEFITS of the Collective Bargaining Agreement, the following benefits shall be granted to all permanent employees who are enrolled at Riverside College:

2.1 Discount in the rates on Tuition Fee, Related Learning Experience (RLE) for Nursing Students, Community Extension Fee (CEF) or Midwifery Students, provided that they shall render forty (40) hours of work week, are as follows:


LENGTH OF SERVICE	DISCOUNT
1 year to 3 years	50%
Over 3 years to 6 years	75%
Over 6 years	100%
Discount on Laboratory fees and other fees except Trust Fund	20%
Discount on Affiliation Fees	10%
Masteral Program	
o Tuition & Misc. fees except Trust Fund	20%
o Affiliation Fee	10%

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- 2.2 College admission of employees and their dependents shall be covered by the College Admission and Retention Policy.
- 2.3 Educational benefits shall cover all courses offered at Riverside College only.
- 2.4 Educational benefits shall apply to permanent employees for a maximum stay of four (4) school years.
- 3 The following Educational Benefits shall be given to qualified dependents who are enrolled at Riverside College:
- 3.1 Discount in rates on Tuition Fee, Related Learning Experience (RLE) for Nursing Students, Community Extension Fee (CEF) or Midwifery Students, provided that the parent – employee/sibling – employee relationship reached the required tenure, to wit:


LENGTH OF SERVICE	DISCOUNT
1 year to 2 years	25%
Over 2 years to 4 years	35%
Over 4 years to 6 years	50%
Over 6 years to 10 years	75%
10 years and above	100%
Discount on Laboratory Fees	20%
Discount on all other charges except Trust Funds	10%
College Admission Test	FREE

**For dependents of employees hired after May 31, 2010, this benefit shall be limited to two (2) children only.**

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- 4 The employee shall secure a Credit Rating to be approved by the Treasury Officer before the tuition fee, etc. can be a given discount and charged to the employee's advances.
- 5 Total tuition fee and other charges, net of discount shall be amortized within nine (9) paydays and twenty (20) paydays for Pre-School.
- 6 The application and/or computation of employee's discounts shall be validated by the Chief Accountant.
- 7 Cash payment of school charges after employee's discounts shall be paid directly to the Cashier of the Riverside College.

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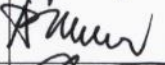

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## **PROCEDURE:**

1. The employee accomplishes the Credit Request Slip, indicating the name of student, either for himself/herself or for his dependent, for approval of the Treasury Officer.
2. The Treasury Officer checks and verifies from the Communicator – Employee Dependents Dashboard, the identity of the student, whether he/she is an employee or a qualified dependent. He/she evaluates and approves the Credit Request.
3. Upon approval by the Treasury Officer the employee submits the Credit Request Slip to the Accounting Department of Riverside College.
4. Upon receipt of the Summary of Tuition Fee and Educational Benefits from the Riverside College Accounting Department, the Employees' Advances Bookkeeper computes the discount of the school charges based on the Collective Bargaining Agreement.
5. The Chief Accountant validates the application and/or the computation of employee's discounts.
6. The Employee's Advances Bookkeeper prints the final Statement of Account, net of discount, per student, and records the net charges in the employee's subsidiary ledger through the BIZBOX computerized system.
7. The Employee's Advances Bookkeeper schedules the corresponding payroll deduction of the tuition fee and other related school charges in the HR Payroll Integrated System (HRPIS).
8. If the employee opts to pay the net school charges in cash, the payment shall be directly made to the Cashier of the Riverside College.

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**APPROVAL:**

	Name/Title	Signature	Date
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