



Educational Assistance Policy

Magellan demonstrates its commitment to the professional growth and development of all employees by providing both formal and informal internal development opportunities. When internal resources do not meet an employee's needs for professional growth and development, an employee may utilize outside programs.

To be eligible for Educational Assistance benefits, an employee must:

- Be a full or part-time employee regularly scheduled to work twenty (20) hours or more per week, and
- Be employed prior to incurring the expenses, and at the time of reimbursement.

Requests for reimbursement for the current benefit year must be complete and received by Human Resources within 60 days of completion of the session/course/event. Incomplete requests and requests received beyond 60 days of completion may be denied.

Requests must be accompanied by proof of payment (itemized receipt) and proof of satisfactory completion (such as passing grade/certificate showing the name of institution or issuing entity).

Employees must submit requests for reimbursement electronically and agree/acknowledge the following:

I have reviewed Magellan's Educational Assistance Policy and agree to abide by its requirements. By my agreement, I attest that:

- *(CE/License/Professional Membership)* The reimbursement I am requesting is relevant to my role or job function, was issued by a credible, recognized authority, and is valid for the geographic location where I work.
- *(Degree Program)* The reimbursement I am requesting is for my own education, was offered by an accredited university or college, I completed the course, and I earned a passing grade.
 - I understand that should I resign; the full amount of any degree-program reimbursement(s) paid to me under this policy within the previous twelve months will be due back to Magellan.
 - I authorize Magellan to deduct such amounts from my final paycheck or to require repayment upon termination.

Managers review requests for reimbursement and supporting documentation to ensure eligibility criteria outlined above and below are met prior to approving the request and forwarding to Human Resources.

Degreed Programs

Magellan may cover the cost of tuition for credit-bearing courses offered by accredited colleges or universities. Tuition reimbursement shall only be requested for courses in which a passing grade was obtained. Courses withdrawn, incomplete or failed are not eligible for reimbursement.

The maximum amount reimbursed for courses completed during any one benefit year (from January 1 through December 31) is per the below schedule:

- \$4,000 for a full-time employee (working 30 or more hours per week) seeking a graduate degree
- \$3,000 for a full-time employee (working 30 or more hours per week) seeking an undergraduate degree
- \$2,000 for a part-time employee (working 20-29.5 hours per week) seeking a graduate degree
- \$1,500 for a part-time employee (working 20-29.5 hours per week) seeking an undergraduate degree

Only course tuition is reimbursable. Reimbursement shall not be requested for books, registration fees, activity fees, lab fees, parking or other administrative costs.

The amount of reimbursement to the employee is deducted from the benefit year in which the course is completed.

- Course tuition in excess of the annual maximum reimbursement amount may not be submitted for reimbursement in any subsequent year.
- The maximum amount reimbursed in any one benefit year (Jan 1 – Dec 31) when both undergraduate and graduate level courses are completed will be the annual maximum for graduate level courses per the above schedule.

Employees are required to refund Magellan any degree-program tuition assistance received under this policy during the prior 12 months should the employee voluntarily terminate within 12 months of receiving reimbursement. Magellan reserves the right to adjust an employee's remaining pay or require repayment upon termination in order to recoup the reimbursement.

(Non-Physician) Continuing Education, Licensure, Certifications or Memberships

Magellan may reimburse employees for continuing education (CE), licensures, certifications or memberships in professional associations that are relevant to the employee's role or job function.

Reimbursement is available:

- For full-time employees working 30 or more hours per week, up to a maximum amount of \$800 per benefit year (January 1 – December 31)
- For part-time employees working 20-29.5 hours per week, up to a maximum amount of \$400 per benefit year (January 1 – December 31)

For CE credits, only the cost of the CE credit course is reimbursable. Additional fees such as meals, books, travel expenses or other administrative fees are not reimbursable.

For professional association membership dues, licensures or certifications, reimbursement shall only be requested if:

- The license or certification is issued by a recognized authority such as a municipal, state or federal regulatory board or commission and conveys to the holder specific privilege or authority in the practice of a profession which would otherwise be denied by law, regulatory code or specification.
- The license or certification must be valid for geographical locations in which the Company performs work and must be a requirement in order to perform work in that area.

Reimbursement for licensures and/or certifications that meet the above criteria and exceed the annual maximum may be considered on an exception basis.

CME Reimbursement for Physicians

Magellan's Continuing Medical Education benefit includes reimbursements for the following, subject to annual maximum amounts per physician:

1. CME-bearing conference registration
2. License fees
3. Professional Society annual membership fees
4. Board examination fees

To be eligible for CME Reimbursement, the requesting employee must:

- Be a licensed physician,
- Be a full or part-time employee regularly scheduled to work twenty (20) hours or more per week, and
- Be employed prior to incurring the expenses and at the time of reimbursement.

Requests for reimbursement for the current benefit year must be complete and received by Human Resources within 60 days of completion of the session/course/event. Incomplete requests and requests received beyond 60 days of completion may be denied.

Requests must be accompanied by proof of payment (itemized receipt) and proof of satisfactory completion (such as a certificate showing the name of institution or issuing entity).

The following maximum annual amounts of reimbursement apply:

- Licensure & Certifications (Board Certification, Case Management Certification, etc.): Up to three licenses; \$1000 maximum annual amount total*.
 - The licensure or certification must be issued by a recognized authority such as a municipal, state or federal regulatory board or commission, or the American Board of Medical Specialties (ABMS) and conveys to the holder specific privilege or authority in the practice of a profession which would otherwise be denied by law, regulatory code or specification.

- The license or certification must be valid for geographical locations in which the Company performs work and must be a requirement in order to perform work in that area.
- Professional Associations: Up to two professional associations; \$1000 maximum annual amount total for full time licensed physicians; \$500 maximum annual amount total for part time licensed physicians*.
- CME and Continuing Education: \$1500 maximum annual amount total for full time licensed physicians; \$750 maximum annual amount total for part time licensed physicians*.
 - The CMEs must be obtained to keep current with the advances in clinical practice and/or for the renewal of a license that is required, per the employee's job description, to perform their job responsibilities.

** Requests for reimbursement above the maximum amounts must be approved by the SBU SVP Medical Operations (or Chief Medical Officer if a direct report to the Corporate CMO).*

In addition to the expenses above, Magellan may also reimburse:

1. Additional license fees when state licensure in those states is required for Magellan business
2. Board recertification fees once in 10 years
3. Provide up to 5 days away from work with pay for CME attendance

The following are not eligible and should not be submitted for reimbursement under the Continuing Medical Education benefit. These expenses may be reimbursed out of the employee's departmental budget per availability of funds:

- Travel expenses
- Non-CME bearing conference registrations
- Licensure or Certifications that do not meet the criteria outlined above

Managers review requests for reimbursement and supporting documentation to ensure eligibility criteria and policy guidelines are met prior to approving the reimbursement request and forwarding to Human Resources.