

Distributed on September 29, 2022

6.11 Tuition Reimbursement Program

A. Objective

The Tuition Reimbursement Program is designed to encourage employees to continue their self-development by enrolling in classroom and on-line courses, which will prepare them in new concepts and methods needed to meet the changing demands of County service.

B. Eligibility of Employees for Tuition Reimbursement

1. Only full-time employees filling regular positions, on other than a limited-term basis, who have completed their initial County probationary period and who are performing their jobs satisfactorily are eligible to participate in the Tuition Reimbursement Program. Employees in Federally funded, limited-term positions are eligible to participate in the program provided such reimbursement can be provided by Federal funds. Employees are not eligible for reimbursement if their educational costs are being defrayed by another agency such as the U.S. Veterans' Administration, the California State Department of Veteran's Affairs or the Commission on Peace Officer Standards and Training.
2. Part-time employees are eligible after five (5) years of continuous employment. Part-time employees shall not be eligible for County time off under this program; however, they shall be entitled to reimbursement up to the maximum prorated amount in proportion to the relationship their basic workweek bears to forty hours.

C. Policy for Tuition Reimbursement

1. Courses must be job related to the position held for the employee to be eligible for reimbursement of books and tuition. Courses must be taken on the employee's own time. With prior approval, General Education courses required for a job related degree program, shall be eligible for reimbursement.
2. Courses must be taken for credit; audited courses will not be reimbursed.
3. Courses must be taken at accredited institutions. Correspondence courses from reputable institutions will be considered only when equivalent courses are not available at local accredited schools, or when the employee's circumstances prevent ~~him/her~~ their from attending local courses.

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4. Prerequisite courses for eligible courses or courses, which are required for the completion of a specific program, are also eligible for tuition reimbursement. However, reimbursement shall not be made until the appropriate eligible courses have been satisfactorily completed.
5. Courses are not eligible for tuition reimbursement if they:
 - a. Are taken to bring unsatisfactory performance up to an acceptable level, unless the course is directed to correct a deficiency.
 - b. Are taken to acquire skills or knowledge which the employee was deemed to have when appointed.
 - c. Duplicate in-service training which is available.
 - d. Duplicate training which the employee has already had.
6. Conventions, workshops, institutes, etc., are not included in the Tuition Reimbursement Program.
7. Reimbursement shall be subject to certification by the department concerned that the course of study is directly related to the work of the employee.
8. Requests for reimbursement must be approved before the course is undertaken and such approval shall be subject to the availability of funds for tuition reimbursement within the Department of Human Resources.
9. Reimbursement shall be made only upon presentation of evidence of payment for and successful completion of courses (as evidenced by a grade "C" or its equivalent) and a satisfactory (standard or above) current performance evaluation. Reimbursement is made for the same fiscal year in which the course is completed and documentation must be presented to the Department of Human Resources within ninety (90) days after the course completion date.

D. Nature of Reimbursement

1. Reimbursement may be made in the amount of fifty percent (50%) of actual out-of-pocket expenditures for tuition, registration fees, laboratory fees and required textbooks. Other related expenses and incidental costs are not reimbursable.
2. Reimbursement shall be limited as follows:

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- a. No employee shall be reimbursed for more than two (2) courses in a single semester or quarter.
- b. The maximum reimbursement that may be received by an employee in one fiscal year shall be for **two thousand dollars (\$2,000)**~~one thousand one hundred dollars (\$1,100)~~. Effective July 1, ~~2023~~2020, the maximum reimbursement that may be received by an employee in one fiscal year shall be ~~two~~ **five** thousand dollars (\$~~2~~**5**,000).
- c. An employee shall be reimbursed for expenses totaling five dollars (\$5.00) or more for a single course. Expenses less than \$5.00 for a single course are not reimbursable.
- d. No employee shall be reimbursed for non-resident fees above the normal resident fees.

E. Procedure for Tuition Reimbursement

1. The employee shall submit ~~his/her~~ **their** request to their department head who shall either recommend approval of the request or deny it, based on the criteria set forth in this policy. If the department head recommends approval, ~~he/she~~ **they** shall forward the application to the Director of Human Resources.
2. The employee shall apply for Tuition Reimbursement through such supervisory channels as are designated by the head of ~~his/her~~ **their** department, on forms provided by the Director of Human Resources.
3. An employee may appeal denial of the request by the department head to the Director of Human Resources and the Director of Human Resources' decision (unless the reason for denial is lack of funds) to the grievance procedure provided in this MOU.
4. Upon completion of an approved course, the employee shall request the institution to certify fees paid and grade achieved, and to send certification to the Human Resources Department. The employee shall also present evidence of payment of required textbook costs.
5. The department head may require that the employee evaluate the course in writing and forward such evaluation to the Human Resources Department through normal supervisory channels.
6. Upon being informed of certification by the Department of Human Resources, the Auditor-Controller shall issue a warrant to the employee for reimbursement.

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F. Continued Service Requirement

An employee must continue in a full time, regular position in the County service for one (1) year from the date of completion of the course. Failure to continue in the County service, through resignation or discharge, will result in the forfeiture of any tuition reimbursement payments received less than one (1) year prior to separation. In such situation, the Association agrees that the Auditor-Controller is authorized to make a deduction from the employee's final payroll warrant for the appropriate amount of tuition reimbursement to be forfeited