
24. REIMBURSEMENT PROGRAM FOR PROFESSIONAL GROWTH AND EDUCATIONAL DEVELOPMENT OF EMPLOYEES

To encourage professional growth and development through education, and given the County's commitment to succession planning, the County provides limited reimbursement of tuition and registration fees for career development, training and education intended to enhance employees' skills in their present jobs, above and beyond continued professional training provided by employee's departments, and/or to prepare them for movement or advancement within the County service.

PROCEDURE

- A. Eligibility for reimbursement is generally limited to permanent, full-time employees although a permanent, part-time employee may be determined eligible, subject to Department Head approval, under special justifying circumstances. Employees must also have one year of service and passed their initial probationary period.
- B. An employee must use his/her own time, usually after work hours, for attendance of training or educational courses. If the employee desires to use vacation time for this purpose, s/he must obtain advance approval. Department heads may adjust work schedules when possible to allow employees to attend training or educational courses. Upon completion of training or courses, registration and tuition fees may be reimbursed for up to 100% of the employee's net cost, not to exceed a maximum of \$750 per employee per fiscal year.

PRIORITIES

First priority for funding approval shall be given to courses which are intended to lead to the employee's attainment of a degree which will prepare the employee to meet the minimum qualifications of a "hard-to-fill" or "hard-to-retain" position. Each department head and the Human Resources Director shall develop and reach concurrence on a list of "hard-to-fill" and "hard-to retain" positions for each respective department. Once an employee is approved for partial funding to obtain said degree, participation is automatic contingent upon annual budget appropriation and employee's continued satisfactory progress towards attaining the required degree.

For other courses which are intended to lead to the employee's attainment of a degree, reimbursement will be considered on a course-by-course basis providing employee has demonstrated benefit to the County by relevance and type of course, prior education of the employee, goals of the educational program, and cost of the program.

FUNDING

Departments with special revenue sources may include funding for anticipated approvals/reimbursements in their requested annual budgets. Such request is subject to approval by the Board of Supervisors in the annual final budget. If the amount requested exceeds the amount appropriated, the Department Head shall determine which applications shall receive funding.

For departments funded by County general fund discretionary revenues, the Human Resources Department may include funding in its requested budget. Such request is subject to approval by the Board of Supervisors in the annual final budget. If the amount requested exceeds the amount appropriated, the Human Resources Director and County Administrative Officer shall determine which applications shall be funded.

REQUEST PROCESS

To seek approval for the reimbursement program, an employee must submit his/her written request (including justification and course outline) to his/her Department Head no less than 30 days before the course work is to begin.

The Department Head receives and reviews employee's request and indicates approval or disapproval on submitted documents and returns originals to the requesting employee, while maintaining copies in an administrative file.

Upon satisfactory completion of the course, the employee re-submits to the Department Head the original approved documents, proof of completion and verification of grade "C" or above, along with a completed expenditure request form, in order to request approval for reimbursement.

The Department Head receives the request for reimbursement, approves up to the allowable limit, and forwards the documents to Auditor's Office for processing.

Adopted by the Board of Supervisors 10/16/07
