



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

<b>Subject:</b> TUITION REIMBURSEMENT	<b>Policy Number</b> E-8	<b>Page Number:</b> Page 1 of 3
	<b>Date Adopted:</b> TBD	<b>Revised Date:</b>

BACKGROUND:

Article V of the El Dorado County Charter states “It shall be the policy of the county to recruit, select and retain the best qualified officers and employees, and to effect equal opportunity for all persons at all levels of county employment in accordance with provisions of the charter and pursuant to state and federal law.” The Board of Supervisors supports and encourages the concept of current employees continuing education in recognition that a more educated workforce will support the policy in Article V of the El Dorado County Charter.

POLICY:

A. Tuition Reimbursement for Employee-Requested Academic Courses

1. Applicability:

This Section shall apply only to courses requested by the employee in accordance with the criteria set forth below and submitted on a form to be provided by the County.

2. Requirements for Partial Reimbursement of Tuition:

- a. The requesting employee must be and have been in a regular full-time position in the County for at least one (1) year prior to the start of the course in question.
- b. The subject matter of the course must be directly related to the employee's present position or to a position within the normal line of promotion for the employee's current classification. Courses that are not directly related, but are required for an approved degree program, shall also be eligible for reimbursement.
- c. The employee's attendance at the course will not interfere with his/her normal duties, responsibilities or work hours. The employee agrees in writing to repay the County, upon termination, any tuition reimbursement received from the County within a twelve (12) month period prior to his/her termination.



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- e. Requests for reimbursement shall be submitted to the County and approved prior to the commencement of the course in question.

3. Limitations

- a. In order for requests to be granted, funds for tuition reimbursement must be available for that purpose in the departmental budget. The Board of Supervisors encourages departments to seek funding for tuition reimbursement in the budget process.
- b. Reimbursement shall be available at the rate of fifty percent (50%) of actual costs of the tuition fee (does not include books, documents, other materials, mileage, travel costs, or other incidental expenses incurred by the employee).
- c. The County may limit its reimbursement to the actual amount not reimbursed to the employee by some other source if such amount is less than fifty percent (50%) of the tuition fee.
- d. Nothing shall prohibit the County from placing a reasonable dollar limit on tuition reimbursement which may be received by an employee in one fiscal year.
- e. To be eligible for reimbursement, the employee must present satisfactory proof of a final grade of "C" or better for the approved course and of the amount of tuition paid by the employee.

B. County-Required Training

Education or training required by the County as a condition of continued employment in the employee's present position shall be reimbursable at 100% or paid directly by the County and shall take place on County time if possible.

**Primary Department:** Human Resources Department



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**References:** Salary and Benefits Resolution, No. 323-2001

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