



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TUITION REIMBURSEMENT	Policy Number E-8	Page Number: Page 1 of 3
	Date Adopted: TBD <u>12/9/2008</u>	Revised Date <u>Revised:</u>

BACKGROUND PURPOSE:

Article V, Section 501 of the El Dorado County Charter states in part: "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 continuing education for current employees, ~~continuing education in recognition~~ recognizing that a more educated workforce will support ~~this~~ the policy ~~in Article V of the El Dorado County Charter.~~

POLICY:

A. ~~Tuition Reimbursement for Employee-Requested Academic Courses~~ Education or training required by the County as a condition of continued employment in the employee's present position (i) shall be either fully reimbursed to the employee or paid directly by the County; and (ii) shall take place on County time, if possible.

~~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.~~

B. Employees may be reimbursed for other employee-requested academic courses in accordance with the following provisions:

12. Requirements for Partial Reimbursement of Tuition:

- a. The requesting employee must be currently employed and must have been in a regular full-time position ~~in~~ with 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~~ must not interfere with



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_____his/her normal duties, responsibilities or work hours.

d. The employee must agree in writing to repay the County, upon termination, the full amount of any tuition reimbursement received from the County within a twelve (12) month period prior to his/her termination.

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

23. 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 the actual costs of ~~the~~ tuition. Other costs, such as fee (does not include books, documents, other materials, mileage, travel costs, or other incidental expenses incurred by the employee are not eligible for reimbursement).
- c. The County may limit its reimbursement to the actual amount not reimbursed to the employee by some other source, if ~~such~~ that 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~~ that may be received by an employee in one fiscal year.
- e. To be eligible for reimbursement, the employee must ~~present satisfactory proof of~~ receive 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.~~



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Policy Number
E-8

Page Number:
Page 3 of 3

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~~Revised~~ **Date**
Revised:

PROCEDURE:

In order to qualify for reimbursement under Section B above, requests for reimbursement must be submitted to and approved by the Department Head and by the Human Resources Department in writing prior to the commencement of the course in question. Upon completion of the course, the employee must present to the Human Resources Department (i) satisfactory proof that he or she has received a final grade of "C" or better, and (ii) documentation of the amount of the tuition fee paid by the employee and not reimbursed from other sources.

~~Primary Department:~~ ~~Human Resources Department~~

REFERENCES:

~~Salary and Benefits Resolution, No. 323-~~
~~2004~~ County Charter Article V

RESPONSIBLE DEPARTMENT: Human Resources

DATES ISSUED AND REVISED: **SUNSET DATES:**

12/9/2008 None

XX/XX/2014 January 31, 2017

NOTE: The substance of this policy appeared in draft form as Personnel Policy #10. It was apparently approved by the Board as Policy E-8 and meant for inclusion in the Board of Supervisors Policy Manual. However, it does not currently appear on the website as part of the BOS Policy Manual. It is recommended that the policy, as revised by the Board, be adopted as a revision to Policy E-8 and included on the website.