

**This document contains the language from Personnel Rule No. 9 – Training
and the Application for Tuition Reimbursement.**

PERSONNEL RULE NO. 9: TRAINING

9.1 GENERAL POLICY

It is the policy of the County to encourage and promote training and educational opportunities for all employees to the end that the services they render to the County may be enhanced and made more effective.

9.2 ORIENTATION OF NEW EMPLOYEES

The Personnel Director and a new employee's Department Head shall have the responsibility for familiarizing a new employee with the employee's obligations and rights and also inform the employee about the functions and operations of the County. The Personnel Department shall coordinate general orientation sessions for all new employees, and assist departments with department-specific orientations as necessary.

9.3 TYPES OF TRAINING

For the purposes of administration, the following categories of training are recognized:

9.3.1 In-Service Training

Any formal employee training or development program that is sponsored by the County. Such programs are designed and conducted to meet the job-related needs of County employees.

9.3.2 Out-Service Training

Any formal employee training or development program that is sponsored and conducted by any agency or organization other than the County. Enrollment in or assignment to such a program is for the purpose of meeting the needs of the County, for continuing employee training and development, and/or the upgrading of employee skills. Conferences and seminars that are conducted primarily for training and educational development purposes are considered Out-Service Training.

9.3.2.1 Required, Out-Service Training

Required Out-Service Training is directly related to improving the employee's performance of present duties and is required by the County.

9.3.2.2 Career-Related, Out-Service Training

Career-Related, elective, Out-Service Training is related to improving the employee's performance of present or future assignments in the County, and is not required by the County.

9.4 PAYMENT OF TRAINING EXPENSES

9.4.1 Approval of Department Head

No Out-Service Training may be authorized or expenses paid without the approval of the Department Head.

9.4.2 Required, Out-Service Training

When an employee is assigned to required Out-Service Training, the employee shall be reimbursed for tuition, travel, and other related expenses in accordance with applicable County provisions.

9.4.3 Career-Related, Out-Service Training

When an employee desires to participate in Career-Related Out-Service Training, the Department Head may authorize reimbursement for tuition, and related expenses in accordance with applicable County provisions. Application for such reimbursement shall be made by the employee to the Personnel Department on such forms as may be prescribed by the Personnel Director. Approval for such reimbursement shall be given by the Personnel Director, within budgetary limits, in accordance with such Tuition Reimbursement Policies as may be established by the Board of Supervisors.

9.4.4 Uncompleted Training

An employee who does not satisfactorily complete a Career-Related, Out-Service Training or educational program according to standards as may be determined by the Board of Supervisors is not eligible for reimbursement of tuition nor any other related expenses.

The employee or his estate will receive reimbursement for tuition and other related expenses previously approved if the Out-Service Training program is terminated prior to completion either:

- a) At the convenience of the County, or
- b) Because of death, prolonged illness, disability or other eventuality beyond the control of the employee as determined by the Department Head, and approved by the Personnel Director.

9.5 TRAINING STANDARDS FOR LAW ENFORCEMENT AND CORRECTIONAL/PROBATION OFFICERS

In accordance with provisions of Sections 6041 and 13522 of the Penal Code of the State of California, the County shall, for those classes specified by resolution by the Board of Supervisors, adhere to the standards for selection and training of law enforcement officers established by the California Commission on Peace Officer Standards and Training, and of corrections and probation officers established by the California Commission on Correctional Officers Standards and Training, while receiving aid from the State of California pursuant to provisions of Chapter 1 of Title 4 of Part 4 and Article 3 of Chapter 5 of Title 7 of Part 3, respectively, of the Penal code of the State of California.

County of Tulare Application for Tuition Reimbursement

Instructions: **Note:** Application must be made and approval received **prior to** the beginning of the class or training. Please allow three weeks for processing. Fill out Section A completely and submit to your department payroll clerk.

Section A To be completed by applicant.

Name _____ Classification _____

Department/Work Location _____ Work Phone & Ext. _____

Course Information:

College/Institution or Training Center	Course Title	Instructor's Name	Beginning & Ending Date

Note: For courses held during your normal working hours you must obtain permission from your Department Head and use approved leave.

1. Estimated expenses for the above listed education/training:

Tuition/registration fees	\$	_____
Books	\$	_____
Supplies	\$	_____
Laboratory Fees	\$	_____
Total*	\$	_____

(Supplies are only those required supplies unique to these courses. Not eligible are normal education supplies such as paper, pens, pencils, binders, etc.)

*This total will be the maximum amount you may be reimbursed.

2. Briefly describe how the above education/training will enhance your performance in your current job duties and/or the duties in a class to which you might reasonably be expected to promote.

I have read, understand and agree to abide by the conditions governing the Tuition Reimbursement Program as outlined on the back of this application.

Applicant Signature

Date

Section B Department Head Review

- Tuition reimbursement approved for the courses listed above.
- Tuition reimbursement approved for the courses listed above **except** _____.
- Tuition reimbursement denied.

Amount approved: \$ _____

Department Head Signature

Date

Tuition Reimbursement Guidelines

A. **GOAL** The Tuition Reimbursement Program is intended for those employees who, in their off-duty hours, plan to attend an education/training course which will benefit both themselves and the County of Tulare. Its purpose is to increase the effectiveness of Tulare County employees in the performance of their duties by providing financial assistance for academic or job-related training.

B. **ELIGIBILITY** County employees in the competitive and non-competitive service are eligible to participate in this program provided they have:

- a. Regular status or probationary status as the result of a promotion.
- b. Satisfactory performance evaluation rating (overall rating of 5 or higher) on their last annual performance evaluation, and an employment record free of disciplinary action (Formal Reprimand, Suspension or Demotion) for the preceding six (6) months.
- c. Continuing employment with the County throughout the course period.

C. **APPLICATION APPROVAL** Approval will be dependent on the coursework's applicability to your current position or to a position to which you might reasonably promote. The application must be fully and properly completed and received by your Department Head in a timely manner. **Note: Applications submitted after a course has begun will likely be denied.**

D. **ALLOWABLE EXPENSES** The program may reimburse you for your registration/tuition fees, books, special supplies unique to the course and/or laboratory fees. The program only pays for the first \$350 of covered expenses in any fiscal year.

Expenses for mileage, meals, parking, routine supplies such as paper, binders, pencils, pens, etc. or other related items are not reimbursable under this program.

E. **CLAIMING REIMBURSEMENT** Once you have successfully completed the approved course, you may submit your claim for reimbursement. This claim must be submitted prior to the end of the fiscal year for which the course was approved and must be accompanied by all of the following:

1. A properly completed Claim form, including a statement certifying this or any other expenses associated with the this training has not been and will not be reimbursed through any other program or any department expense funds.
2. Itemized receipts or other documentation indicating the actual expenses. (Note: Bookstore receipts must contain the title of the book and a detailed listing of any special supplies for which you are claiming reimbursement.)
3. Evidence of satisfactory completion of the training or course. For academic courses you must receive a grade of "C" or higher. For non-academic courses you must receive a certificate of completion or notice of attendance or similar document.