

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Dev. 5/14/08, Rev. 3/09	Page: 1 of 2	Number: 6.3
	Reviewed by/Reviewed Date: CSA Exec Team 4/13/09	Replaces:	Category: Professional Development Distribution: All Staff
Title: Employee Education Reimbursement Policy		Approved: 4/13/09	

Policy

 Procedure

 Guideline

Purpose

To assist employees seeking to further their education in specific fields related to their job assignments.

Definition

The Community Services Agency (CSA) may reimburse employees for costs related to tuition and fees when the course of study receives prior approval, and courses are successfully completed with passing grades.

Procedure

Approval of such reimbursement is contingent upon the availability of agency funds per annual budget authority. Employees will use their own time, and be responsible for covering their own transportation, books, and related expenses. CSA will reimburse for passing grades (“C” or better, or credit for credit/no credit courses). In the event an employee receives a scholarship, eligibility will be determined on a case by case basis.

Who Is Eligible

- Employees with 30 units but lacking a 4 year college degree.
- Social Workers with a 4 Year degree who are pursuing an MSW degree in the area of gerontology (Adult Services), as there is currently no state-funded assistance available in this area.
- Employees participating in other county sponsored programs (Adult Services Certificate Program, 3% Education Incentive Pay, Paid On-Site MJC Classes, etc.) are not eligible for this program.

NOTE: The training must be of direct assistance in improving his/her **current** position.

Request and Approval Procedures

1. Employees will complete and submit the Education Reimbursement Request form to CSA Human Resources no later than 3 weeks prior to the 1st session of the course(s). The form must have all appropriate supporting documentation. Late or incomplete requests will not be considered.

2. The Human Resources Manager will review to determine if the request meets CSA policy requirements. Once reviewed the Human Resources Manager will forward the request to the Executive Committee member over Human Resources for approval by the Executive Committee.
3. If approved by the Executive Committee, the Committee member will submit to CEO for approval.
4. If approved by the CEO, the Human Resources Manager will send an approval letter to the employee and cc the Staff Development accountant.
5. The Staff Development accountant will encumber the funds at 100% of estimated costs in the training budget in the fiscal year associated with the reimbursement.

Reimbursement Procedures

1. No more than 30 days after the completion of the approved class (es), the employee will submit an Employee Expense Reimbursement (EER) form, attached with proof of passing grades, receipts to support payment of applicable fees, and a copy of the approval memo from CSA Human Resources, to Financial Services. Late submission will require approval via memo by an Executive Committee member. (EER Policy 4/10/06).
2. The EER clerk will process the EER for payment and disencumber any remaining budget in the Quarterly Staff Development Training Expenditure Report.
3. When the reimbursement deadline has elapsed for the approved request and the employee has not submitted an EER for payment, Financial Services will liquidate the encumbrance in the training budget.