



ADMINISTRATIVE PROCEDURE

SUBJECT: EDUCATIONAL/TRAINING REIMBURSEMENT PROGRAM	Number <u>V-1</u>	Effective Date: Issued: <u>06/25/1986</u> Revised: <u>12/29/1993</u> Revised: <u>03/04/1994</u> Revised: <u>08/13/2013</u> Revised: <u>10/10/2019</u> Revised: <u>02/14/2020</u>	Page 1 of 4
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PURPOSE:

To support employees motivated to further their education and training as the District recognizes that an educated and well-trained workforce is a valuable asset in achieving the District's goals and objectives. To support that goal, the District has established the Educational/Training Reimbursement Program (Program) to provide financial assistance to employees for professional development during off-duty time.

POLICY:

The Program is designed to assist employees in taking advantage of educational and training opportunities that will benefit both the employee and the District. This policy outlines the benefits and process for reimbursement.

Eligible Coursework

The course of instruction will be given by an accredited university, college, any recognized accrediting agency by the U.S. Secretary of Education, or other public or private school acceptable to the General Manager or designee which relates to the employee's present duties or which otherwise increases their potential for advancement in the District.

Reimbursement

Eligible employees may receive reimbursement for qualified tuition, registration fees, laboratory fees, required textbooks and materials in connection with the course in which the employee has satisfactorily completed.

Employees may be reimbursed the full amount of said costs if the course or undergraduate degree program is a direct benefit to the District and half the amount if it is an indirect benefit to the District. A course or undergraduate degree program is a direct benefit to the District if it is clearly related to the employee's work and applicable to the employee's current job. A course or undergraduate degree program is an indirect benefit to the District if it is generally

related to water, wastewater or environmental issues or will only be of value to the District in the future.

Distribution and Treatment Certification Program, per the State Water Resources Control Board (SWRCB)

Employees interested in earning a Distribution I or Treatment I Certification may be fully reimbursed for required classes, study materials and exam fees, even if the program is not directly related to their job provided the employee has satisfactorily completed the certification classes/exams/requirements. Employees who are successful in passing the exam will have three years (from the date of the exam) to meet the requirements and submit the request for certification from the SWRCB.

Employees interested in earning a Distribution 2 and above or a Treatment 2 and above Certification may be reimbursed the full amount of said costs if the program is a direct benefit to the District and half the amount if it is an indirect benefit to the District provided the employee has satisfactorily completed the applicable certification classes/exams/requirements.

Required Licenses, Certificates or Registrations

Employees may be reimbursed for fees associated with the issuance and renewal of licenses (other than a class C driver license), certificates and registrations required for their jobs (per the job classification) excluding costs of examinations that are a condition for issuance. Exceptions are noted in the employee's applicable Memorandum of Understanding (MOU) or Employment Agreement.

PROCEDURES:

1. Reimbursements will be granted only to regular-status, full-time employees in good standing. Employees in a probationary status are not eligible to participate in the Program.
2. Requests for reimbursement shall be made by the employee with approval by the employee's supervisor prior to enrollment in the course. Recommendations of the amount of reimbursement (0, 50%, 100%) are made by the employee's supervisor, the Department Head, and the Human Resources & Risk Manager or designee.
3. Reimbursement for books and supplies will be only for required items and not for supplemental or recommended material.

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4. Employees are not eligible for reimbursement for the costs of a course that is covered, all or in part, from any other source.
5. An employee ceases to be eligible for reimbursement upon separation of employment, which means that employees who have been approved for reimbursement, but have separated before receiving reimbursement, are not eligible.
6. Upon satisfactory completion of the approved course, the employee must submit official receipts of all covered expenses and written evidence indicating the final course grade of "C" or better, or if a grade is not given, a letter written on official stationery of the program indicating satisfactory completion of the course.
7. Reimbursement will be limited to the amounts specified (if stated) in the employee's applicable current MOU or Employment Agreement (EA) and subject to other terms and agreements as provided for in the MOU or EA.
8. For advanced degrees (graduate level or above) that provide a direct or indirect benefit to the District, the General Manager has the sole discretion to approve individual requests for reimbursement but in no event shall the reimbursement exceed \$3,000 in any fiscal year.
9. Upon separation of employment for any reason other than retirement or disability, the employee must refund all tuition reimbursement payments made during the preceding twelve months. The employee shall either reimburse the District by cashier's check on or before the last date of employment or agree to authorize the amount owed to be deducted from their final paycheck.

Reimbursement Instructions

1. Employee must complete Section I of the Educational/Training Reimbursement Application (Exhibit A) and attach a course description *prior* to enrolling in the course. The employee's supervisor must complete Section II and the Department Head must complete Section III.
2. Complete one application per course.
3. Send the fully completed application to the Human Resources & Risk Division for final approval.
4. After completing the approved course, send evidence of satisfactory completion and receipts for covered expenses to the Human Resources & Risk Division.

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RESPONSIBILITIES:

The employee is responsible for requesting reimbursement to follow the provisions of this Administrative Procedure.

The Human Resources & Risk Division is responsible to administer the provisions of this Administrative Procedure.

APPROVED:



Stephen J. Welch
General Manager

Attachment: Exhibit A – Educational/Training Reimbursement Application