

# COUNTY OF VENTURA TEXTBOOK AND TUITION REIMBURSEMENT APPLICATION

**Complete one application for each course for which reimbursement is requested. All items must be filled in. Incomplete applications will be returned.**

NAME (Last, First, Middle)		DATE
HOME (Street, City, Zip Code)		
DEPARTMENT	DIVISION	FUND NUMBER
CLASSIFICATION TITLE	DATE EMPLOYED	BUSINESS PHONE
OFFICIAL CATALOGUE COURSE NUMBER AND TITLE	UNITS	SCHOOL
DATE COURSE BEGINS AND ENDS	TO	ANTICIPATED COST OF TUITION, BOOKS, ETC. \$
BRIEF DESCRIPTION OF COURSE CONTENT:		
BRIEFLY DESCRIBE HOW THIS COURSE SPECIFICALLY RELATES TO CURRENT JOB ASSIGNMENT:		
EDUCATIONAL OBJECTIVE: Master's Degree in: _____ Bachelor's Degree in: _____ Other: _____		
I have read the Textbook and Tuition Reimbursement Procedure outlined on the reverse of this form and understand the provisions contained therein.	I believe this course is job related and has potential to help this employee become more effective in performing his job.	
_____ EMPLOYEE'S SIGNATURE	_____ SIGNATURE OF DEPARTMENT HEAD OR DESIGNATED REPRESENTATIVE	

Approved School:    Yes        No  
Approved Course:    Yes        No\*

Satisfactory Completion:    Yes    No

\*Reason: \_\_\_\_\_

Applicant Notified

Request to Auditor for Payment

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# TEXTBOOK AND TUITION REIMBURSEMENT PROCEDURE

## PURPOSE:

To provide a program whereby permanent and probationary employees of the County are reimbursed for the costs of textbooks, tuition, registration, and laboratory fees for occupationally related school courses, workshops, and seminars satisfactorily completed on the employee's own time.

## WHO IS ELIGIBLE:

Permanent, probationary, full-time and part-time employees (on a pro rata basis) are eligible to participate in this program.

## WHAT COURSES ARE ELIGIBLE:

The following criteria will be used in determining eligibility for reimbursement.

- A. Courses must have a reasonable potential for resulting in more effective County service.
- B. Job-related graduate course work is eligible for reimbursement.
- C. Courses must be satisfactorily completed. A grade of "C" or its equivalent is required for reimbursement.
- D. Job-related seminars and workshops shall be eligible for reimbursement.
- E. Courses must be offered by a school recognized by the State of California, the Department of Health, Education and Welfare, or the Veteran's administration, unless otherwise provided in this Article.
- F. Seminars and workshops directly job-related are eligible if offered in conjunction with a recognized college, educational institution, professional organization, or County training facility. The course work must be recommended and approved by the department/agency head.

## WHAT COURSES ARE NOT ELIGIBLE:

- A. Those which duplicate in-service training.
- B. Those which duplicate training the employee has already received.

## TEXTBOOK AND TUITION REIMBURSEMENT:

TUITION REIMBURSEMENT – the County shall, subject to reasonable budgetary control, and unless otherwise designated, provide for one hundred percent (100%) reimbursement of tuition for off-duty, job-related, recognized courses up to a maximum specified in the appropriate memorandum of understanding agreement.

## COSTS NOT COVERED:

In terms of both time and money, the following costs are not covered by this program:

- A. Courses must generally be taken on the employee's own time, on compensatory time, vacation time, or administrative leave approved in advance by the department/agency head. Department heads are encouraged to adjust schedules whenever possible to allow employees to attend classes and make up any time lost. The intent of this section is to **not** provide for time off with pay.
- B. Neither transportation nor mileage reimbursement are provided for by this program.
- C. Parking fees, meals, and other costs not specifically covered in this program will not be paid by the County.
- D. Costs for which reimbursement is received from other sources.
- E. Conventions and conferences, not qualifying as a "course," are not covered by this reimbursement program.

## PROGRAM ADMINISTRATION:

The department/agency head is responsible for the administration of this program. Applications for reimbursement should be received by the department/agency head prior to the first (1<sup>st</sup>) class session. An official record of grades and receipts must be received by the department/agency head within ninety (90) days after the last class session. New employees will not be reimbursed until they have completed thirteen (13) bi-weeks of County employment. The Director-Human Resources may develop such forms and additional procedures which s/he deems necessary to accomplish the intent of this textbook and tuition program. Applications for department/agency heads shall be submitted to the Chief Administrative Officer for approval.

***“For additional information refer to your department/agency head or the current Memorandum of Agreement.”***