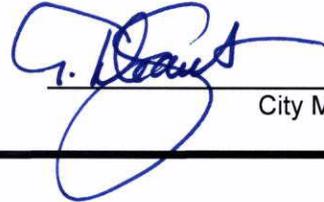


City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:


Human Resources Director


City Manager

Number: IV-3 Effective Date: 07/06

SUBJECT: EDUCATION REIMBURSEMENT PROGRAM

PURPOSE:

To encourage employees of the City to take educational courses and training programs which shall enhance and broaden the performance of their present duties and prepare them for advancement opportunities.

POLICY:

Efforts shall be made to provide training and educational assistance for all levels in the City, from those requiring a minimum of specialized skills to those requiring higher education preparation. Completion of a training or educational course shall not guarantee promotion or advancement of an employee, but is intended to expand skills and knowledge, thus providing the individual with higher levels of opportunity and performance.

The funds for the Education Reimbursement Program shall be part of the City-wide training funds budgeted by the Human Resources Department/Training Division. Reimbursement may only be received for courses which are job related or lead toward possible advancement in the City.

The Human Resources Director or his/her designee shall be responsible for administering the Education Reimbursement Program and shall have the authority to approve or deny a request for education assistance. Potential benefit of the course to the City, the recommendation of the department, the employee's work performance, length of service, previous educational background, and the amount and types of courses previously taken by the employee may be considered. Approval shall be limited to courses offered by accredited colleges, universities, community colleges, adult education, or vocational programs. Accredited courses offered "on-line" through distance learning are included. Normally, correspondence courses shall not be approved for reimbursement under this program.

Requests shall be reviewed and approved on an ongoing basis. The employee must receive the recommendation of the department head and approval by the Human Resources Director or his/her designee prior to starting a course. In the event of insufficient budgeted funds, approvals shall be tentative, placed on a waiting list, and subject to final approval upon the availability of budgeted funds. The waiting list shall terminate at the end of each fiscal year. Only courses that receive final approval shall be reimbursed. In no event will a course be reimbursed if there are insufficient funds.

When an employee is required by the department to attend a particular course or seminar, normally the expense shall be the responsibility of the respective department and employee.

As a general rule, time spent on approved educational courses should be outside of scheduled working hours and shall not be considered as time worked for the City.

Reimbursement under this program will be up to \$333 per quarter or \$500 per semester (\$375 per quarter or \$750 per semester for members of the Riverside Police Officers Supervisory Unit), but will not exceed \$1,000 (\$1,500 for RPO Supervisory Unit) per fiscal year. It includes the cost of registration, tuition, books and lab fees. Special fees, food/meals, parking and mileage/transportation are not eligible for reimbursement. To receive reimbursement, students must attain a "C" grade or better. Pass/fail or no credit courses are considered to be "C" grade or better.

Employees are responsible for any income tax liability that may incur under this program.

ELIGIBILITY REQUIREMENTS

All regular full-time employees who have completed one year of full-time employment and at least one probationary period are eligible to apply for education reimbursement.

PROCEDURE:

Responsibility	Action
Employee	<ol style="list-style-type: none">1. Complete an Education Reimbursement Request secured from the Human Resources Department.2. Make request for approval prior to the beginning of each class, school semester or quarter.3. Submit Education Reimbursement Request to the employee's department.
Department Head	<ol style="list-style-type: none">4. Make appropriate recommendations and forward to the Human Resources Director or his/her designee.

- | | | |
|--------------------------------------|----|--|
| Human Resources Director or Designee | 5. | Review and approve/disapprove request. |
| Employee | 6. | Submit Education Reimbursement Request for Payment with registration confirmation, verification of grades, and all applicable receipts for expenditures to the Human Resources Director or his/her designee within 45 days of course completion. |
| Human Resources Department | 7. | Prepare Request for Payment and submit to Finance. |
| Finance Department | 8. | Make reimbursement to the employee. |

Attachments:

1. Education Reimbursement Request
2. Education Reimbursement Request for Payment