

Procedure Title: Sacramento County Education Reimbursement Letter of Intent Approval and Education Reimbursement Form Processing

Effective Date: 04/30/23

Purpose: To outline the procedure to obtain initial course approval through the submission of the *Sacramento County Education Reimbursement Letter of Intent* and tuition reimbursement through the submission of the *Sacramento County Education Reimbursement* forms.

Authority: On October 21, 1974, the Board of Supervisors approved the Tuition Reimbursement Program to accommodate for career development through education. In February 2001, the Board directed the Human Resources Agency Administrator to expand and rename the program to Education Reimbursement.

Procedure Summary: A procedure for initial course approval by the Department of Personnel Services and tuition reimbursement upon course completion by the employee's department will be outlined.

Responsibilities

Department of Personnel Services - Training and Organization Development:

- The Department of Personnel Services is available to assist departments in determining eligible courses and maintains a resource list of:
 - accrediting organizations
 - accredited universities, colleges, schools, and academies
 - associations and organizations providing training
- Ensures the employee is in an eligible bargaining unit
- Ensures the course information on the *Sacramento County Education Reimbursement Letter of Intent* submission meets the intent of education reimbursement
- Ensures the course is offered by an accredited institution or professional association
- Approves the *Sacramento County Education Reimbursement Letter of Intent*
- Processes appeals related to the denial of education reimbursement requests

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Departments:

- Receives and processes *Sacramento County Education Reimbursement* forms
- Reviews documentation to ensure the information (receipts, transcript, etc.) submitted is eligible for reimbursement under the Education Reimbursement policy
- Confirms the course was attended on personal time per the Education Reimbursement policy
- Confirms the level of achievement was met upon course completion
- Confirms the applicant submits all required documentation within the allotted timeframe
- Manages the reimbursement balance for eligible employees each fiscal year
- Reimburses employees upon determining the employee has met the eligibility criteria

Employees:

- The employee submits a completed *Sacramento County Education Reimbursement Letter of Intent* form to the Training and Organization Development Office prior to beginning coursework or attending training
- Upon approval of the *Sacramento County Education Reimbursement Letter of Intent* form, the employee may attend approved training or begin approved class/coursework
- Upon completion of the approved training or class/coursework the employee will submit the *Sacramento County Education Reimbursement* form with documentation to their department representative for reimbursement

Procedures

- The employee submits a *Sacramento County Education Reimbursement Letter of Intent* form to the Department of Personnel Services (DPS), Training and Organization Development Office at DPS-TrainingOffice@saccounty.gov for approval prior to beginning coursework, attending training, etc.
- The Training and Organization Development Office will review the degree, coursework and/or training class, confirm that the school/professional organization, degree, and/or coursework/class meet the requirements of the Education Reimbursement policy and approve the *Sacramento County Education Reimbursement Letter of Intent*, if all requirements are met
- The Training and Organization Development Office submits a copy of the approved *Sacramento County Education Reimbursement Letter of Intent* form to the employee's department representative
- The employee submits a *Sacramento County Education Reimbursement* form and supporting documents to their department representative within 45 calendar days of completing their course(s) or training

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- The department representative confirms that the employee has submitted all required documentation within the allotted timeframe and meets the criteria for reimbursement of education expenses and processes the reimbursement request
- If the department denies an employee's request for reimbursement, the employee may appeal the denial to the Department of Personnel Services Training and Organization Development Office at DPS-TrainingOffice@saccounty.gov