

## Appendix C

APPENDIX C  
EDUCATIONAL REIMBURSEMENT RESOLUTION

RESOLUTION NO. 76-138, AS AMENDED BY RESOLUTION NO. 82-6:

RESOLUTION ADOPTING POLICY AND OTHER DETAILS CONCERNING REIMBURSEMENT OF COUNTY PERSONNEL FOR EDUCATIONAL AND TRAINING PROGRAMS AND REIMBURSEMENT AND APPROVAL OF ATTENDANCE IN CONNECTION WITH INSTITUTES, SEMINARS AND CONFERENCES, AND REPEALING RESOLUTION NO. 68-61.

WHEREAS, this Board of Supervisors on the recommendation of the County Administrative Officer and by order dated September 20, 1966, directed the Personnel Director to make a study concerning the reimbursement of County personnel for educational and training programs; and

WHEREAS, the Personnel Director, by letter dated December 23, 1966, presented a proposed policy concerning this matter and concerning reimbursement and approval of attendance in connection with institutes, seminars and conferences; and

WHEREAS, this Board of Supervisors took official action on the subject on January 17, 1967, by the adoption of Resolution No. 67-5 and again on April 17, 1967, by the adoption of Resolution No. 67-42 which repealed Resolution No. 67-5, and again on July 23, 1968, by adoption of Resolution No. 68-61 which repealed Resolution No. 67-42, made certain changes in the policy; and

WHEREAS, this Board of Supervisors now desires to make certain changes by the enactment of a new resolution;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The following is adopted as an official policy of the County of Humboldt:

The County of Humboldt encourages and supports educational and training programs which provide full-time employees opportunity for personal career development and which directly benefits the County department in which a full-time employee is employed by increasing the competency of its regular staff. Toward this end, the County will provide reimbursement for courses and certification exams which are directly related to the employee's present position or promotion within the County service.

Reimbursement, which will be provided for tuition, fees and material costs directly related to the approved course, shall be limited to \$215.00 per course or \$75.00 per semester or quarter unit, whichever amount is greater, not to exceed \$450.00 per individual employee per fiscal year. Said reimbursement shall include fifty percent (50%) reimbursement for the costs of required textbooks and one hundred percent (100%) reimbursement for the costs of certification exams.

2. Reimbursement for correspondence courses and for educational and training programs constituting regular courses which are given by high schools in evening or adult sessions and by colleges and junior colleges, without travel, per diem or time away from employment (other than by leave of absence without pay) being involved, shall be administered by the Personnel Director. The following provisions apply:

A. Application for reimbursement shall be made on a form which the Personnel Director is authorized to prescribe. Applicants shall comply with the instructions contained in such form.

B. Such application must be presented to the Personnel Director, with prior recommendations for approval by the applicant's immediate supervisor and department head, within one month after the start of the academic period (or, in the case of a



correspondence course, within one month after enrollment). The department head's recommendation for approval shall clearly define the way in which the department can utilize the additional skills or knowledge of the employee upon completion of the academic training.

C. Approval of enrollment shall be granted by the Personnel Director if the facts show that the application comes within the above policy.

D. Approval for reimbursement shall be granted by the Personnel Director upon his being presented evidence, as required by him, of satisfactory completion of the course. "Satisfactory completion" of a course means the receipt of a grade of "C" or better in a graded course or a completion certificate in a course in which no grades are given.

E. The Auditor-Controller, upon being notified of the amount of reimbursement approved hereunder by the Personnel Director, shall make payment of the approved amount to the appropriate individual. The Auditor-Controller may require a claim and such other documentation as is legally necessary.

F. All reimbursement which is made pursuant to this paragraph shall be charged to the budget of the Personnel Department.

G. Time spent in attending any course taken pursuant to this paragraph and studying and preparing lessons therefore shall not be considered as time worked for the County.

3. In the case of institutes, seminars, conferences and courses which are held outside of Humboldt County, permission to attend shall be obtained by the securing of an approved request for out of county travel. The request for out of county travel shall state the tuition or registration fee which will be required, and it shall also contain an estimate of all other expenses for which reimbursement will be sought. Reimbursement and direct expenses shall be charged to the budget of the department of the individual attending the institute, seminar, conference or course.

4. In the case of institutes, seminars and conferences which are held in Humboldt County and which do not constitute regular courses which are given by high schools in evening or adult sessions or by colleges or junior colleges, the following provisions apply:

A. If the institute, seminar or conference is of no more than 20 hours' duration, permission to attend may be granted by the department head of the individual desiring to attend; and any registration fee or other charge made for attendance shall be charged to the budget of the department of the individual who attends.

B. If the institute, seminar or conference is of more than 20 hours' duration, permission to attend may be granted by the department head of the individual desiring to attend, provided that the approval of the County Administrative Officer is obtained; and any registration fee or other charge made for attendance shall be charged to the budget of the department of the individual who attends.

5. No course, institute, seminar or conference shall be approved so that there shall be any County financial participation hereunder unless the situation falls within the policy contained in Paragraph 1 of this resolution.

6. Resolution No. 68-61 is repealed. This repeal provision does not affect the continuity of a policy on the subject matter of the within resolution.