



# Santa Cruz Consolidated Emergency Communications Center

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## COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No: 1360  
Date Issued: August 4, 1994  
Date Revised:

APPROVED: *Susan Westman*  
Board Chairperson

SUBJECT: TUITION REIMBURSEMENT PROGRAM

1. The purpose of the Tuition Reimbursement Program is to encourage Authority employees to voluntarily further their academic and technical education by providing financial assistance.

2. All Authority employees are eligible to participate in the Tuition Reimbursement program.

2.1 To receive tuition reimbursement, the employee must be employed by the Authority from the beginning through the end of the course.

3. Eligible courses include academic and/or vocational courses taken for credit from an accredited college, university, adult education department or professional association.

4. Eligible courses are those which:

4.1 are job related,

4.2 improve knowledge and skills for an employee's present position or for positions of higher classification within the Center, and;

4.3 prepare an employee for anticipated technological changes occurring in their career field.

5. Individual requests must be approved for reimbursement by the General Manager in advance of registration.

5.1 Courses are to be attended on the employee's own time and the employee must furnish their own transportation.

5.2 Time spent in attendance at such courses is not considered as hour worked.

6. Reimbursement will be made only upon successful completion of the course.

6.1 The employee must submit proof of successful completion.

6.1.1 For the purposes of successful completion, a letter grade of at least a 'C' or equivalent is required.

6.2 Reimbursement will be made based upon the cost of tuition (or the registration fee), and does not include books, equipment, parking, lodging, meals, lab fees, student body fees, or other incidental costs or fees.

7. Authority reimbursement shall be limited as follows:

7.1 one (1) to five (5) day courses or workshop - maximum of \$150.00 per course.

7.2 courses or workshops which exceed five (5) days - maximum of \$300.00 per course.