

SALARY RESOLUTION NO.95-0926 AMENDMENT**SECTION 12 - STAFF DEVELOPMENT****12.0 Suspension of Tuition and Textbook Reimbursement**

Due to the unavailability of funds, effective July 1, 2009, the Tuition and Textbook Reimbursement and Confidential and Management Benefit Allowance Funds described in sections 12.1, 12.2, and 12.5 c, are suspended for fiscal years 2009/2010 and 2010/2011 except for licenses and certifications, (including required continuing education units) required by the job specification. This exception includes associated travel, lodging and meal expenses. During this period this benefit will not be funded and reimbursement will not be made by the County. This section is automatically renewed on July 1, 2011.

This suspension does not apply to training authorized and paid for by other funding sources. Sections 12.3, 12.4, 12.5. a, 12.5.b, and 12.6 are not suspended. Section 12.5. c as it applies to employees using private resources is not suspended.

12.1 Tuition and Textbook Reimbursement

Subject to budgeted funds for this program, full-time and part-time Unrepresented employees who are in allocated positions are eligible for tuition and textbook reimbursement. Upon approval of the appointing authority, an employee may request reimbursement for the following purposes: costs associated with a course approved by the appointing authority; fee payment of a course approved by the appointing authority; fee payment of licenses (not drivers' licenses), re-licensing, or professional certifications which are required for employment in the employee's classification; membership fees in professional or technical organizations which are directly related to the employee's current classification; professional or technical journals; cassettes, books, video tapes, and educational or reference material on computer software (excludes application software which are directly related to the employees current classification). Software shall not be loaded on County equipment without conformance with County Information Systems Department policies. Such requests shall be limited to costs totaling not less than twenty-five dollars (\$25.00). Claims must be submitted by the third Friday in June, of the fiscal year. An employee may submit claims for remaining expenses which total less than \$25.00 by the third Friday of June, of the fiscal year. When an employee requests reimbursement for a course, satisfactory completion must be demonstrated. Except as provided in this Section no expenditure for supply costs, travel, or parking is authorized. No reimbursement shall be authorized for employees who receive, or are authorized to receive tuition reimbursement from another source. Tuition and textbook reimbursement may be used for continuing education courses subject to the provision of Section 12.2. As

specified in the chart below, full-time and part-time employees may receive reimbursement under the following provisions. Carry-over funds shall not be cumulative from year to year.

Unrepresented Employ Tuition/Textbook		2002-2003	2003-2004	2004-2005
F/T and P/T .75 & above	Benefit	400	450	500
	Rollover	200	225	250
	Maximum Benefit	600	675	750
Part-Time	Benefit	200	225	250
	Rollover	100	100	100
	Maximum Benefit	300	325	350

Effective August 20, 2002, up to \$100 annually of available textbook and tuition funds may be spent on a qualifying wellness program, including physical fitness programs, gym memberships, smoking cessation, weight loss and stress reduction programs, and excluding physical fitness or athletic equipment, lockers and locks, food or food supplements, recreation/sports lessons, residential dietary/weight loss programs, personal trainer or entry, participation or league fees. Funds spent on wellness are taxable expenses.

12.2 Continuing Education Courses

Unrepresented employees, Unrepresented Confidential employees, and Unrepresented Administrative Management employees in allocated positions are eligible for continuing education courses. Those courses taken on County time must be directly related to the employee's present position or career advancement within the present department, and be approved by the employee's appointing authority. Tuition and textbook reimbursement for Unrepresented employees and Confidential and Management Benefit Allowance funds for Unrepresented Administrative Management and Confidential employees may be approved for use in continuing education courses subject to the provisions of Sections 12 and 13.

12.3 Continuing Education Leave

When a continuing education course is offered during an employee's normal work schedule, the employee may be authorized continuing education leave. Such leave authorization shall be subject to the approval of the employee's appointing authority and must be directly related to the employee's present position or career advancement within the present department. Continuing education leave shall be considered as time worked.

12.4 In-Service Training

Attendance at in-service training courses may be authorized by the appointing authority.

12.5 Payment for In-Service Training

There are three ways the expenses of the program may be paid:

- a. By the County: Expenditures for travel, meals, lodging, registration and other items included annually within the department budget.
- b. By other public or private agencies: Expenditures paid by grants from the State or Federal governments, from private organization or from professional organizations.
- c. By the individual employee: The employee may pay the in-service training expenses in whole or in part from Tuition and Textbook funds (Unrepresented employees only), from Confidential and Management Benefit Allowance, or from the employee's private resources, if the employee requests and receives approval from the appointing authority for paid release time to attend the authorized training.

12.6 In-Service Training Agreement

When attendance of any one course extends over a period in excess of four (4) employee workdays, either consecutive or at regular intervals, and when an expenditure of five hundred dollars (\$500) or more from County funds is required to cover in-service expenses, an employee requesting such training and receiving appointing authority approval, may be required to sign an agreement to reimburse the County for costs of the training, including tuition, books, travel and living expenses paid by the County, if the employee leaves County employment within one (1) year after completion of the training course. If the employee leaves County employ between one (1) and two (2) years after completion of the training course, the employee will reimburse the County for one-half (1/2) of the in-service training cost. An In-Service Training Agreement shall not be required where, against an employee's expressed desires, a department requires an employee to attend in-service training.

SECTION 13 - CONFIDENTIAL AND MANAGEMENT BENEFIT ALLOWANCE

13.0 Suspension of Confidential and Management Benefit Allowance

Due to the unavailability of funds, effective July 1, 2009, the Confidential and Management Benefit Allowance described in sections 13.1 – 13.3 is suspended for fiscal years 2009/2010 and 2010/2011 except for licenses and certifications, (including required continuing education units) required by the job specification. This exception includes associated travel, lodging and meal expenses. During this period this benefit will not be funded and reimbursement will not be made by the County. This section is automatically renewed on July 1, 2011.

13.1 Unrepresented Confidential Employees

Each Unrepresented Confidential full-time employee is entitled seven hundred and fifty (\$750) non-taxable dollars and two hundred and fifty (\$250) taxable dollars for each fiscal year (2002–2008) as a Confidential Benefit Allowance. Each Unrepresented Confidential full-time employee is entitled to carry over, into the next fiscal year, no more than two hundred-fifty non-taxable dollars (\$250) in the Confidential Benefit Allowance, except that such carry over shall not be cumulative from year to year. Each Unrepresented Confidential employee, in a position designated as three quarters (3/4) part-time, or part-time, shall be entitled to five-hundred (\$500) non-taxable dollars and one-hundred-fifty (\$150) taxable dollars for each fiscal year (2002 - 2008) as a Confidential Benefit Allowance with a one-hundred-fifty non-taxable dollars (\$150) carry-over permitted.

13.2 Unrepresented Administrative Management Employees

Each Unrepresented Administrative Management employee shall be entitled to a maximum of nine hundred and fifty (\$950) non-taxable and three hundred taxable dollars (\$300) for each fiscal year (2002-2008) as a Management Benefit Allowance. Each Unrepresented Administrative Management employee shall be entitled to carry-over, into the next fiscal year, no more than three hundred non-taxable dollars (\$300) in the Management Benefit Allowance, except that such carry-over shall not be cumulative from year to year. Each Unrepresented Administrative Management employee, who works less than sixty (60) hours per pay period and is designated as part-time, shall be entitled to a maximum of six hundred (\$600) non-taxable dollars and two-hundred (\$200) taxable dollars for each fiscal year (2002 - 2008) as a Management Benefit Allowance. Each such employee is entitled to carry-over into the next fiscal year no more than two-hundred-fifty non-taxable dollars (\$250) in the Management Benefit Allowance, except that such carry-over shall not be cumulative from year to year.

13.3 Pro-Rated Benefit Amount

Employees hired or promoted after January 1st of a fiscal year are eligible for one-half (1/2) of the new allowance. Employees hired or promoted after April 1st are eligible for one-quarter (1/4) of a new allowance. Employees who terminate prior to January 1st of a fiscal year are eligible for one half (1/2) of the annual allowance; employees who terminate between January 1st and March 30th of a fiscal year are eligible for three-quarters (3/4) of the annual allowance; employees who terminate between April 1st and June 30th are eligible for the entire annual allowance.

13.4 Guidelines

The Director of Human Resources and the Manager of Employee Relations shall develop, modify, implement and administer guidelines for the use of the Confidential, Law Enforcement Management and Management Benefit Allowance.

13.5 Non-Grievable

Sections 12.5 through 13.4 of this Resolution shall not be grievable or appealable under any County policy, resolution or rule.