

INSTRUCTIONS – READ CAREFULLY

The District may grant tuition reimbursement or issue a voucher to permanent, classified employees under the conditions listed below:

1. Programs eligible for reimbursement shall include, but not be limited to, course of study at approved academic institutions, seminars, and training institutes conducted by recognized professional associations, conferences, meetings, and such other training programs designed to upgrade the classified service or encourage retraining of employees who may otherwise be subject to layoff as the result of technological change.
2. Approval for reimbursement or a voucher shall be obtained on the appropriate form signed by the division head or designee before commencement of the course or program.
3. Approval shall be at the sole discretion of the District. If a request for reimbursement is not approved, the employee shall be entitled upon request to know the reasons for the disapproval.
4. The course(s) or program must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding and skills as related to the employee's employment by the District.
5. The course(s) or program shall not be taken during the employee's assigned duty hours.
6. The course(s) or program for which tuition reimbursement or voucher is requested shall be completed within the period for which it was approved, or the employee must submit a new request.
7. Reimbursement shall be made as soon as practicable following presentation of official receipts and satisfactory evidence of successful completion of the approved course(s) or program. If grades are received, successful completion shall be defined as a grade of "C" or "passing".
8. Tuition reimbursement or vouchers shall be limited to the maximum allowed per fiscal year as indicated in bargaining unit contract.
9. Tuition reimbursement shall not apply to any employee eligible for reimbursement by any other governmental agency, organization, or association.
10. An employee who terminates employment with the District within six (6) months of receiving tuition reimbursement or approval for a voucher must refund the amount of the reimbursement or voucher to the District, or it will be deducted from the employee's final warrant.
11. **Unit D, E and Confidential/Management only** - At the District's discretion, all books or unused materials for which the District provides reimbursement shall be returned by the employee to the District for reuse by other employees prior to the District providing any reimbursement.

TO OBTAIN REIMBURSEMENT:

1. Complete **all** sections of this form.
2. The employees represented by units B, C, D, and E must submit the Request for Pre-Approval of Reimbursement before any expense is incurred by the employee, i.e., before paying course fees. **Do not submit this form for coursework already completed or in progress.** Request must be received by the Classified Training Office prior to the first day of class.
3. If you are requesting reimbursement for more than one course during a semester, the title of each course must be listed (e.g., "Math 101", "Spanish"). Request must be approved on a semester-by-semester basis for college programs (e.g., PACE). A description of the content of each course must be attached to this request.
4. Obtain the signature of the District/Division Head (or Principal) before submitting the form. **Forms without the signature of the District/Division Head/Principal cannot be processed.**
5. If approved, reimbursement will be made following submission of evidence of successful completion of course/training and original tuition receipt (s).
6. **Submit completed forms to:**
Personnel Commission
Organizational Excellence Classified Training Office
Shatto Building

****** *For specific questions, please call (213) 353-4300. Requests may be faxed to (213) 353-0120 provided that the original is then mailed to the above address. Please be sure that your request is received by Organizational Excellence Classified Training Branch prior to paying for your class and prior to your first scheduled class date.*