

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

LAWS AND RULES

831
July 11, 2019

CHAPTER VIII SUPPLEMENTAL RELATED RULES (830-900)

831 TUITION REIMBURSEMENT

Education Code 45387

(a) The governing board of a school district may grant reimbursement of the costs, including tuition fees, to a permanent classified employee who satisfactorily completes approved training to improve his or her job knowledge, ability or skill. Programs eligible for that reimbursement shall include courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, and conferences, meetings and other training programs that are designed to upgrade the classified service and to encourage retraining of employees who may otherwise be subject to layoff as the result of technological changes. Eligibility for reimbursement shall be in accordance with rules established by the personnel commission in those districts that have adopted a merit system. This section does not apply to any employee who is receiving training and is eligible for reimbursement by another governmental agency, organization, or association.

(b) The governing board of a school district may permit a permanent classified employee to attend a minimum of one school day each year, during working hours, for job-related in-service training with pay.

- A. Reimbursement of costs up to \$850 for any individual employee during any 12-month period, including tuition fees, may be granted to any permanent employee who satisfactorily completes training approved by the appropriate administrator and/or the Personnel Commission. Whenever possible, approval shall be obtained before any expense is incurred by the employee.
- B. Training that may be approved for reimbursement shall be designated to
1. improve the knowledge, ability or skill required by the present class, or
 2. prepare the employee for promotion, or
 3. train an employee, in order to compensate for technological changes, in new skills that may be utilized by the District.

The cost of outside training shall not be reimbursed if a comparable in-service training program is available.

CHANGE:

Update to the reimbursement costs per Board adopted bargaining unit agreements.

Remove: July 17, 2013, page 1 of 2. Add: July 11, 2019, page 1 of 2.

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- C. In order to be reimbursed for the costs of approved training, the employee shall present to the Personnel Commission:
1. Evidence that he/she has satisfactorily completed the training with a grade of C or passing if grades are received.
 2. Receipts itemizing the cost of training. Costs that may be reimbursed include tuition fees, other mandatory fees, books and other necessary training materials and laboratory fees. Traveling expenses, parking fees; nonmandatory student body fees; the cost of paper, pens, and notebooks; and other incidental costs shall not be reimbursed.
- D. The employee's division head or Educational Service Center administrator shall provide certification to the Personnel Commission that the employee is eligible for reimbursement of costs of training in accordance with this Rule.
- E. The following limitations are placed upon the use of tuition reimbursement:
1. Tuition reimbursement shall not be available to an employee who is receiving training and is eligible for reimbursement by any other governmental agency, organization, or association.
 2. An employee whose employment with the District is terminated within 12-months of receiving reimbursement, shall refund the amount of the reimbursement to the District, or it shall be deducted from his or her final warrant. The only exception to this provision shall be in the case of layoff, death, or medical disability.
 3. Training courses shall not be taken during the employee's assigned duty hours.

CHANGE:

Clerical error clean-up.

Remove: December 18, 2002, page 2 of 2. Add: October 3, 2013, page 2 of 2.

Tuition Reimbursement

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