

EXHIBIT B

NEVADA COUNTY, CALIFORNIA

Personnel Administrative Guidelines

SECTION 23 - TUITION PAYMENT REIMBURSEMENT PROGRAM

23.1 OBJECTIVES

The continuing education program is designed to assist employees in achieving their higher education degree goals such as AA/AS, BA/BS or MA/MS.

23.2 ELIGIBILITY OF COURSES FOR TUITION PAYMENT/REIMBURSEMENT

The following criteria shall be used in determining the eligibility of courses for tuition reimbursement.

- A. The degree program must be related to the work of the employee's position or occupation. Courses taken must be required in order to obtain the degree.
- B. Application to the program should be made 60 days prior to start of the degree program.
- C. The degree program must be taken at accredited institutions approved by the County. Classes enrolled in must be part of the educational plan in order to achieve the ultimate goal of obtaining the degree.
- D. The employee must be in good standing with the County which includes positive performance evaluations and no disciplinary history.
- E. Employees may only participate in one County tuition program at a time.
- F. Courses are not eligible for the tuition program if they:
 - (1) Are taken to bring unsatisfactory performance up to an acceptable level.
 - (2) Are taken to acquire basic skills or basic knowledge which the employee was deemed to have when appointed.
 - (3) Duplicate available in-service training.
 - (1) Duplicate training which the employee has previously received.

- (2) Classes taken prior to acceptance to the program with a signed contract will not qualify for reimbursement.

- G. Conventions, workshops, short courses, institutes, etc., are not included in the Tuition Reimbursement Program because of the difficulty in establishing criteria which are consistent with those used to evaluate more traditional courses - for example, such programs are often given by non-accredited institutions, involve County time, considerable travel expense and are not easily comparable to any other program. Therefore, departments participating in such a program shall continue to use the transportation and travel account in their usual manner.

23.3 ELIGIBILITY OF EMPLOYEES FOR TUITION PAYMENT/REIMBURSEMENT

Probationary and regular full-time employees performing their jobs satisfactorily are eligible for payment of or reimbursement of tuition at the sole discretion of the County, as determined annually by the Board or its designee subsequent to adoption of the County operating budget.

23.4 NATURE OF PAYMENT/REIMBURSEMENT

The nature of payment/reimbursement is as follows:

- (a) Payment/reimbursement amount is specified in applicable MOUs.

- (b) Pre-payment/reimbursement shall be used for tuition, books, registration fees and laboratory fees, and these items are eligible for reimbursement only. Expenses for parking, travel, meals and other incidental costs are not reimbursable.

- (c) Payment in advance will be made only for registration of a single class or semester depending on how the school requires payment. If the employee fails to complete the class with a minimum final grade of C or its equivalent in an undergraduate course, or B or its equivalent in a graduate level course, the employee will reimburse the County within 30 days for the total fee for registration that the County paid. If the County is not reimbursed within 30 days, the employee agrees to have the registration withheld from their future County payroll vouchers.

- (d) Reimbursement shall be made to the employee on the completion of the course with a minimum final grade of C or its equivalent in an undergraduate course, or B or its equivalent in a graduate level course. For courses that do not give letter grades, proof of completion or passing the course is required. No reimbursement shall be made for courses that have been withdrawn from, failed or incomplete courses.

- (e) Reimbursement received from other sources for tuition, books, registration and/or lab fees will be deducted from the cost of such expenses in determining the amount, which the County will pay.

23.5 OUTLINE OF PROCEDURE FOR TUITION PAYMENT/REIMBURSEMENT

The procedure for tuition payment/reimbursement follows these steps.

- A. Approval of the employee's participation in the Tuition Reimbursement Program will be obtained through the Tuition Reimbursement SharePoint site. The employee shall apply for tuition advance payment/reimbursement, prior to enrollment, by creating an Education Plan in the Tuition Reimbursement SharePoint site and uploading verification of enrollment in an accredited institution to their Education Plan.
- B. The employee's Department Head shall either recommend approval of the Education Plan or deny it. If the Department Head recommends approval, they shall route the Education Plan to the County Executive Office for review and final approval or denial.
- C. Upon approval of the Education Plan, employee will create their CEO Initial Plan and Annual Application in the Tuition Reimbursement SharePoint site under the CEO Applications Tab, and route for approval. Once approved, employee will create the CEO Annual Contract in the Tuition Reimbursement SharePoint Site under the CEO Applications Tab and complete the appropriate "Nevada County Tuition Reimbursement/Education Assistance Agreement" and upload it to the Annual CEO Contract tab and route for approval.
- D. The tuition reimbursement funds will then be included in your department budget.
- E. Approval for reimbursement will be contingent on employee's agreement to the terms in the "Nevada County Tuition Payment/Reimbursement/ Education Assistance Agreement" which may be amended by the County and is subject to annual review and renewal.
- F. Prior to starting a class or semester of classes, employee will add each course to their Education Plan on the Tuition Reimbursement SharePoint site under the Pending Courses Tab, and complete and upload a "Tuition Reimbursement Form" for each course and proof of enrollment in each course, and route for approval.
- G. Once employee completes the class or semester and receives their grade(s), they will upload verification of a passing grade as referenced in section 23.4 d. above and proof of payment of eligible expenses along with a completed "AP Voucher Form" to each approved course in the Accepted Courses Tab on the Tuition Reimbursement SharePoint site and route for approval and disbursement.
- H. If employee is submitting a course for an advance payment, they will need to upload verification of the cost of the course to the Accepted Course prior to routing for disbursement.

- I. The department accounting representative will prepare and submit the AP batch and finalize the course disbursement in the Tuition Reimbursement SharePoint site.
- J. If Advance Payment was selected, upon completion of the approved and paid for courses, the employee shall obtain from the institution certification of the grade received and send certification to the Human Resources Director's Office as soon as is possible.

23.6 SUSPENSION

This program may be suspended by the Board of Supervisors at any time or when deemed necessary by the CEO. Such suspension shall not alter existing approved County agreements for tuition reimbursement.

23.7 SPECIALIZED TRAINING

Where a department head establishes that there is a need for specialized training of employees for the purpose of expanding the capabilities of the department or to keep the department current with respect to changes in the law or the field relevant to that department, the department head, with prior approval from the County Executive Officer, may enter into a contract with the candidate for specialized training. Said contract may provide for a commitment of a specified period of time, which the employee agrees to remain in County employment after the specialized training. If the employee terminates employment voluntarily within that period of time, the contract may provide for an amount either in whole or on a reducing scale over time which the employee will be required to reimburse the County for the benefits received by the employee as a result of the specialized training.

Said contract shall be submitted to the County Executive Officer for approval prior to signing by either the department head or the candidate for specialized training.

If the candidate for the specialized training is a department head, then the County Executive Officer shall be authorized to negotiate and enter into the contract for continued future employment or reimbursement with that department head.

SUBJECT: TRAVEL REIMBURSEMENT AND EXPENSE POLICY (From Section P-7)

POLICY:

County officers, employees, and volunteers traveling on properly authorized county business may be reimbursed for travel, meals, lodging, and incidental expenses pursuant to these procedures. Reimbursement shall be limited to documented trip expenses. It is the policy of this county to accord discretion to department heads in the management and control of their travel budgets and in the claims submitted for reimbursement under this article.

OVERVIEW:

County travelers shall exercise prudent judgment and show proper discretion for accountable and economical use of public funds. County Department heads are accountable to the CEO and the public for the funds and assets entrusted to them. This policy establishes the basic foundation of rules and requirements. In order to meet certain Federal and or state subvention requirements, some departments may need to establish more restrictive guidelines to meet their unique needs. Any exception to this policy must be approved in writing by the CEO.

A. TYPES OF TRAVEL

- 1) In-County travel by authorized employees may be reimbursed only for actual expenditures for transportation and business expenses according to the specific guidelines contained elsewhere in this policy.
- 2) In-State travel may be authorized by County officers for employees under their jurisdiction.
- 3) Out-of-State travel must be authorized in advance by the employee's Department Head.
 - a. Out-of-state travel for Department Heads must be authorized in advance by the Agency Director.
 - b. Out-of-state travel for Agency Directors, and for Department Heads who report to the CEO, must be authorized in advance by the CEO.
 - c. Out-of-state travel by the CEO, and for Department Heads who are appointed by the Board of Supervisors, must be authorized by the Board Chairperson.
 - d. Retroactive authorization for emergency out-of-state travel may be given by the designated authority for county officers and regular employees, temporary employees, and volunteers, with written documentation of the need for the emergency travel.

--No further section of the Travel Policy is modified.--