

<b>Title:</b> Administrative Policy Training and Education	<b>Policy No.</b> Part 5, Staff Policies Chapter 3, Reimbursements Section 1
	<b>Effective Date</b> January 1, 2011
<b>Policy Custodian</b> Human Resources	<b>Adoption/Revision Date</b> December 7, 2010

**Adopting Resolution(s):** CC10-469

**References (Statutes /Resos/Policies):** I.R.C. §127; CC91-24, CC03-188, CC03-421, CC04-412, CC05-164, CC07-249

**Purpose:** To assist employees develop and maintain their training and education relevant to the employee's current job duties and responsibilities, a service or career advancement opportunity within Jefferson County government, or increased service delivery to the residents and customers of Jefferson County.

**Policy:** Training and Education

A. Professional/Technical Training

1. Description  
In-house classes, apprenticeship and certification programs, training for professional licenses or Continuing Education Units (CEU's), conferences, seminars and workshops, or other job-related training that is not for college credit are considered Professional/ Technical Training.
2. Approval  
All Professional/Technical Training must be authorized by the Division Director or Elected or Appointed Official.
3. Eligible Expenses  
Jefferson County may pay for enrollment, tuition and registration fees, conference fees, testing and processing fees, books and training materials. See the Business Related Travel Policy for payment/reimbursement of costs associated with travel, meals and lodging.
4. Time to take classes  
An employee's participation in Professional/Technical Training may be on County time, at the discretion of the employee's supervisor.
5. Payment  
Costs associated with Professional/Technical Training are paid through departmental budgets. Payment can be made directly to the organization providing the training or reimbursed to the employee attending the training.

B. Educational Assistance

1. Description  
Employees may receive up to \$1,500.00 per calendar year as reimbursement for tuition and eligible expenses for successful completion of a degree program or college or university classes taken for credit. Human Resources shall administer the Education Assistance Reimbursement Program.

## 2. Approval

- a. An Employee must obtain approval from the Department Director or Elected Official prior to submittal of the Education Assistance Form to Human Resources.
- b. Employees must submit the Education Assistance Form to Human Resources for approval of funds prior to enrollment in any courses.
- c. Approval of Educational Assistance is at the discretion of the Department Director or Elected Official. Approval may be based on the following:
  - (1) The employee is enrolled in a degree program or college or university classes taken for credit that is relevant to the employee's current job duties and responsibilities, relevant to a service or career advancement opportunity with Jefferson County employment, or related to increased service delivery to the residents and customers of Jefferson County, and
  - (2) The employee received credits for the degree program through regionally accredited colleges and universities. Credits received from colleges or universities that are not regionally accredited may qualify for Educational Assistance based on the transfer policies of University of Colorado or Red Rocks Community College. If either of these regionally accredited institutions will accept credits for transfer and fully apply those credits to their degree program requirements, then those credits will be treated as if they were awarded by a regionally accredited institution.
- d. To receive reimbursement, the employee must:
  - (1) Be in a Standard, Selected, or Designated At Will Position, scheduled to work at least twenty (20) hours per week.
  - (2) Must have started attending classes after their first day of employment at Jefferson County.
  - (3) Must be employed by the county at the completion of the class.
  - (4) Must receive a grade of "C" or better for an undergraduate classes and "B" or better for a graduate class. For classes that are only offered "Pass" or "Fail," employees must have received a "Pass" grade. Credits given for life or work experience, for testing out of a class, or for repeating a class are not eligible.

## 3. Eligible Expenses

- a. Tuition, academic fees (such as laboratory fees, student activity fees and computer fees) and books may be reimbursed. Supplies such as paper, pens, notebooks, binders and equipment such as calculators, computers and software are not covered. Parking permits or parking fees are also not covered.
- b. Employees who are using student loans to pay for their education are eligible for Educational Assistance. Employees who receive grants, scholarships, VA benefits or other gifts are eligible for Educational Assistance for any amount above that which is not covered by the grant, scholarship, VA benefit or other gift.

## 4. Time to take classes

Classes must be taken during non-pay times or, at the discretion of the Department Director, Elected Official or immediate supervisor, while using vacation or leave time.

## 5. Payment

State or federal taxes will be withheld and reported if required by law.