

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



105

**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
January 21, 2005

**SUBJECT:** Revision to Board Policy C-7, Reimbursement for Employee Training

**RECOMMENDED MOTION:** Amend current Board Policy C-7 to include language regarding reimbursement of tuition be limited to institutions accredited by the appropriate Regional Accrediting Agencies as recognized by The Council for Higher Education Accreditation (CHEA).

**BACKGROUND:** Currently, the Reimbursement for Employee Training policy does not define Institutions of Higher Learning as having Regional Accreditation as a condition of tuition reimbursement. Accreditation establishes a basic level of quality and accountability in an educational institution through a process that examines a school's faculty, course content, recruiting practices and admissions procedures.

County Job Specifications require Regional Accreditation where education is a minimum qualification for the position. By adopting this motion we will be standardizing County qualification procedures.

Therefore, we are proposing to update Board Policy C-7 to include Regional Accreditation as a requirement of reimbursement for those employees that wish to participate in the tuition reimbursement program. Further, we are proposing that Regional Accreditation is to be defined as Institutions of Higher Learning that have been accredited by the appropriate CHEA Recognized Regional Accrediting Agency. The recommended revisions to Board Policy C-7 is attached (Attachment A).

Ronald W. Komers  
Asst. County Executive Officer/Human Resources Dir.

|                       |                               |      |                         |     |
|-----------------------|-------------------------------|------|-------------------------|-----|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 0 | In Current Year Budget: | N/A |
|                       | Current F.Y. Net County Cost: | \$ 0 | Budget Adjustment:      | N/A |
|                       | Annual Net County Cost:       | \$ 0 | For Fiscal Year:        | N/A |

|                      |                                  |                          |
|----------------------|----------------------------------|--------------------------|
| SOURCE OF FUNDS: N/A | Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
|                      | Requires 4/5 Vote                | <input type="checkbox"/> |

**C.E.O. RECOMMENDATION:** **APPROVE**

County Executive Office Signature

- Dep't Recomm.:  Consent
- Per Exec. Ofc.:  Consent
- Policy
- Policy

Prev. Agn. Ref.: \_\_\_\_\_ District: \_\_\_\_\_ Agenda Number: **3.12**

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

| <b>Subject:</b>                            | <b><u>Policy<br/>Number</u></b> | <b><u>Page</u></b> |
|--|---------------------------------|--------------------|
| <b>REIMBURSEMENT FOR EMPLOYEE TRAINING</b> | <b>C-7</b>                      | <b>1 of 1</b>      |

**Policy:**

It shall be the policy of the Board of Supervisors that an employee may be reimbursed the actual cost of tuition or registration fees upon successful completion of a course offered by an institution of higher learning, training facility, or following attendance of a workshop, seminar or institute, providing that such training is designed to improve the employee's effectiveness in performing his or her assigned duties. Reimbursement of tuition is limited to institutions accredited by the appropriate regional accrediting agencies as recognized by The Council for Higher Education Accreditation (CHEA) or other professional accrediting body. They are as follows:

1. Middle States Association of Colleges and Schools
2. New England Association of Schools and Colleges
3. North Central Association of Colleges and Schools
4. Northwest Association of Accredited Schools
5. Southern Association of Colleges and Schools
6. Western Association of Schools and Colleges
7. Other appropriate accrediting agencies for specific occupations as determined by Human Resources (e.g. American Psychological Association).

Subject to the availability of funds, reimbursement for such training may be authorized as follows:

**A. By the Department Head**

1. When the tuition or registration fee is \$500.00 or less.
2. When the cost of training, in any amount, is reimbursed from funds administered by State or Federal agencies

**B. By the Human Resources Department and Executive Administrative Office**

1. When the tuition or registration fee is more than \$500.00 (for all training except training referred to in A(2) above).
2. Such approval shall be obtained prior to the commencement of the training.

Reimbursement for travel expenses associated with employee training shall be authorized in accordance with ~~Division 3 of the County's Code of Administrative Regulations~~. Board Policy D-1 (Travel Regulations).

**Reference:**

Minute Order 3.13 dated 11-1-83  
Minute Order 3.21 dated 3-8-83  
Minute Order 3.16 dated 9-24-85

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