

**County Of San Bernardino  
Department of Behavioral Health**

**Training and Tuition Reimbursement Policy**

**Effective Date**  
**Revision Date**

7/94  
4/2/07

  
Alan Rawland, Director

**Policy**

It is the policy of the Department of Behavioral Health to support and encourage staff to take advantage of training and educational opportunities to enhance their job-related skills and to promote career development.

**Purpose**

To provide information regarding tuition or membership reimbursement through the use of Memorandum of Understanding (MOU) funds or departmental funds.

**Approval  
Guidelines**

Approval must be requested and obtained to attend a training, class, conference or seminar; and to request payment or reimbursement for tuition or membership dues. Membership must be in a professional organization.

For training that requires an Education Assistance Proposal (EAP) to be submitted for approval prior to the training, follow the steps below:

Step	Action
1	All employees must complete the EAP form (obtain this form from the regional/program secretary). If requesting reimbursement, indicate REIMBURSEMENT on the EAP.
2	Submit the EAP form to the Supervisor for approval.
3	After the Supervisor approves, the EAP should be initialed by the Program Manager.
4	The EAP should then be forwarded to the Deputy Director for approval (signing as the Department Head).  <b>Note: This applies to all employees under the Program Manager II level.</b>
5	For employees at the Program Manager II level and above, the EAP form must be approved by the Supervisor and forwarded to the Assistant Director or Director for approval.

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6	<p>After all signatures are obtained:</p> <ul style="list-style-type: none"> <li>• If paying with the procurement card, indicate this on line #6 of the EAP and state the name of the cardholder.</li> <li>• Send the EAP to Fiscal Services - 0026, for distribution of the form and processing of payment, if applicable.</li> </ul> <p><b><u>Note:</u> The EAP should be received by Fiscal Services 30 days prior to the payment deadline. If the deadline is not met, the employee must pay any fees and be reimbursed. The exception to the 30 day rule is an EAP that is using Department funds rather than MOU funds or an EAP for college tuition. <u>Employees should make every effort to complete and submit the EAP as soon as they are aware of the training.</u></b></p>
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**Administration of Funds for Tuition Reimbursement**

PERC administers tuition reimbursement funds for the occupational units listed below:

- Clerical
- Craft, Labor and Trades
- Supervisory
- Technical and Inspection

Funds for the employees in the occupational units listed below are administered by the employing department:

- Administrative Services
- Exempt
- Management
- Nurses
- Professional

**Reimbursable Amounts**

The amount of reimbursement that can be requested depends on the occupational unit. The funds are available on a fiscal year basis. Refer to the MOU for current reimbursable amounts for each occupational unit.

For reimbursement guidelines, refer to the Performance, Education & Resource Centers (PERC) website at <http://countyline/PERC/>

**Use of County/Leave**

- If the Department requires an employee to attend a specified training seminar, or a supervisor approves a training that would benefit the

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### Time for Training

employee in carrying out their job duties, that training can be attended on County time.

- If the training is for career development that is not job-related, the training must be taken on the employee's own time.

**Note: Indicate the type of leave time to be taken in the space under #8 "Accounting Codes" on the EAP form.**

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### Proof of Completion of Training

After completion of training, the employee must submit proof of completion. Failure to provide proof of completion will result in payment for training by the employee.

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### Travel Requirements

Should the event require Out-of-State travel, please refer to the [Travel Procedure](#) for further instructions.

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