

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4256.31

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Reimbursement for Tuition

All unrepresented classified personnel are allowed an amount, not to exceed three hundred fifty (\$350) dollars per year, for reimbursement of tuition, textbooks, registration and laboratory fees for job-related courses or courses required for a degree related to the job field.

If the employee voluntarily leaves the employ of the Ventura County Office of Education within one year from the date of course completion, the employee shall agree to refund the tuition reimbursement based on the following schedule:

100% refunded if voluntary termination is within 6 months of course completion.

16.66% per month refunded for each month less than 12 months if voluntary termination is from 6 to 12 months of course completion.

The refund shall be made via deduction from the final pay due the employee; and/or, if the final pay due is insufficient to make the necessary deduction, the employee shall refund any remaining balance within 30 days of demand.

To qualify for reimbursement, the employee shall follow the procedure outlined on the application form, the department head shall certify that the course, or the degree in the job field, has the potential to help the employee become more effective in performing the job and the personnel director shall approve the school and course.