



<b>EMPLOYEE MANUAL</b>	
Title: <b>EDUCATIONAL REIMBURSEMENT POLICY</b>	
Policy No.: 25.0	Section Nos.: 25.0 – 25.6
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

## **25.0 EDUCATIONAL REIMBURSEMENT POLICY**

It is the policy of the Santa Clarita Valley Water Agency to encourage the continued education of its employees relative to their respective careers. This policy is set forth to enhance the employee's value to the Agency, and to assist the employee in achieving his/her career objectives, consistent with the mission of the Agency. Therefore, the Santa Clarita Valley Water Agency has adopted the following Education Reimbursement Policy for all of its full-time and part-time regular employees.

Each employee of the Santa Clarita Valley Water Agency may be reimbursed for any college-level course from an accredited institution, subject to the limitations noted in this policy. To be eligible for such reimbursement, the employee must obtain the prior approval of his/her supervisor and the Human Resources Supervisor by completing an Application for Education Assistance Program form (DMS 18976) prior to enrolling in a class.

Eligible courses must have relevance to the employee's job duties or career advancement at the Agency. For example, any class related to water science, life science, physical science, chemistry, biology, or mathematics would likely qualify. Likewise, classes required by an educational institution for completion of an Associate, Bachelor's, Graduate, or Doctoral degree in a field related to water supply could be eligible as well. Examples of major fields of study relevant to water supply include: Environmental Health; Biology; Chemistry; Public and Business Administration; Computer Science; Engineering (various disciplines); Water Science; or any other similar field of study.

### **25.1 Approval Process**

An employee wishing to attend a course must have prior written approval from his/her supervisor and the Human Resources Supervisor, through the completed Application for Education Assistance Program form (DMS 18976).

### **25.2 Limit of Funds Available**

A maximum of \$5,000 per fiscal year will be available to each Agency employee for educational reimbursement purposes, with a maximum education reimbursement of \$30,000 per employee. Funds may be applied to tuition, online courses, books, college fees, or other legitimate costs incurred, related to pre-approved college-level educational activities by the employee.

A course may be denied for reimbursement if in the judgment of the General Manger, the cost of the course exceeds the normal cost for similar courses.

### **25.3 Payment for Wages for Educational Activities**

Employees will not be paid wages for the time spent in educational pursuits. If the educational activity occurs during the employee's normal work hours, the supervisor, at his/her discretion may approve an alternate work schedule to accommodate course attendance; there is no implication intended here that such accommodations are automatic.



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**25.4 Reimbursement Policy**

Once an employee has completed an approved course, he or she should then submit to the Human Resources Supervisor written proof of completion of the course with a grade of C (or equivalent). The proof will be reviewed by and approved by the Human Resources Supervisor. Funds approved will be disbursed to the employee in the form of a check.

If an employee resigns within 12 months of incurred educational expense, he/she is obligated to repay the Agency at a pro-rated rate.

The reimbursement program is intended for college attendance only. Seminar, webinar, and other requests for professional development and continuing education courses to obtain a license, or recertification do not need to be approved by Human Resources.

**25.5 Seminar Attendance**

Permission for seminar attendance will be requested by a completed “Request for Seminar Attendance” form. This form will be first submitted by the employee to the appropriate immediate supervisor and Senior Manager and then to the General Manager for final approval.

**25.6 Licenses, Fees and Dues**

The Agency will pay for maintaining professional work-related certifications, licenses, dues, and publications. Fees for application and testing for new licenses or certifications shall be paid for by the employee and will be reimbursed upon notice of successful completion.