

TUITION REIMBURSEMENT PROGRAM GUIDELINES

INTRODUCTION

The Tuition Reimbursement Program is designed to offer tuition refund to all eligible employees who participate in educational classes after working hours either to increase their capabilities in their present position or to prepare for appropriate promotional opportunities.

Each participant may select the school, course and time of attendance which will meet his or her individual needs and interests. Each participant will pay initially for tuition, books and registration fees and be reimbursed for these costs upon satisfactory completion of each course according to the guidelines which follow.

The Tuition Reimbursement Program is a valuable resource to help meet department and individual educational and training needs. We urge all employees to explore classes at their local high school, college or university which will help them expand their job knowledge and develop their capabilities. The Tuition Reimbursement Program is not meant to replace other District training programs, but to enlarge the resources available for employee development.

ELIGIBILITY

The Tuition Reimbursement Program is available for both Contract and Non-Contract employees who are now full time employees and who have completed six months full-time-employment with the District. Non-Contract employees must have a competent or better performance evaluation. Persons receiving tuition reimbursement from the Veterans Administration are not eligible for the District's program. The appropriate Department Head or his designee must verify each applicant's eligibility and recommend approval or disapproval of each request.

TUITION REIMBURSEMENT - UNDERGRADUATE COURSES

Course Criteria:

1. Each course must be an undergraduate course offered by a high school, college or university accredited by the Western Association of Schools and Colleges.
2. Each course or degree plan must be job-related.
3. Each course or degree plan must be applicable to your present job assignment, or
4. Each course of degree plan must be applicable to prepare you for a position not to exceed one level above your present position.

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(In the event promotion in your career ladder requires a college degree, general education courses which are requisite for the degree are appropriate for tuition reimbursement.) You must state on the form the promotional position you are preparing for and you must have the preferred experience or be in position offering this experience to receive tuition reimbursement.

5. The total cost of books and tuition for each course must be in excess of \$5.00.
6. Reimbursement for each course will not exceed \$125.00 and will include payment for the tuition, books and registration fees only. (A course costing more than \$125.00 may be approved, but refund will not exceed the maximum amount of \$125.00)
7. Each course must be requested and approved separately even though the course may be only one of a series leading to a degree or certificate.
8. No more than 2 courses will be approved for any one semester, quarter, or trimester.

PROCEDURES:

1. Requests will be considered on a first-come basis and should be submitted on the Tuition Reimbursement Request form no later than two weeks prior to the beginning of class. Effective dates for submitting applications will be posted quarterly.
2. Requests should be directed to your Department Head and then to the Employee Education, Training and Development Department.
3. All requests must be submitted to the Employee Education, Training and Development Department prior to enrollment. (Exceptions may be made if funds are available and if there are extenuating circumstances such as absence due to illness or vacation.) Submission of a request does not guarantee final approval.
4. You will be notified of the disposition of each request. The Manager of Employee Relation has final approval of all requests.
5. Upon satisfactory completion of each course (grade C or better), submit all receipts and grade verification to the Employee Education, Training and Development Department for reimbursement of course costs. (Allow two or three weeks for receipt of your refund check.)

6. It is expected that employees receiving reimbursement will remain with the District for six months following course completion to maximize the benefits of the program both to the employee and to the District. Please include a statement on your request form indicating your intent to remain with the District for a minimum of six months following course completion.

TUITION REIMBURSEMENT - GRADUATE COURSES

Reimbursement for graduate courses is available only to employees for whom graduate courses are applicable for their present position or for promotion to a position not to exceed one level above the present job classification. All participants must have six months experience with the District and competent or better performance evaluation.

Course Criteria:

1. Each course or degree plan must be job-related.
2. Each course or degree plan must be justified by the department on the basis of department need and the capabilities of the applicant.
3. Reimbursement for each course will not exceed a maximum of \$275.00 and will include payment for tuition, books, and registration fees only.

PROCEDURES:

Please follow procedures listed under "General Courses."

Please call Joann Bowman, extension #6378 or your department coordinator if you have questions or want assistance in applying for this program.

DEPARTMENT COORDINATORS

Accounting & Fiscal - Clara Nardi
Administration - Anna Arroyo
Bus Facilities Engineer - Andrianna Vaughn
Customer Relations - Sara Romero
Data Processing - Sophie Bryant
Employee Relations - Diane Delaney
Equal Employment Opportunities - Roger Rose
General Services - Anita Allen
Legal - Cecilia Melanson
Maintenance & Equipment - General - Marie Moore
Maintenance & Equipment - Divisions - Manager of each Division
Marketing & Communications - Jim Abernethy

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Operations - Frances Louis
Personnel - Mike Pearce
Planning - Dan Miller
Print Shop - Al Moore
Purchasing - Mike Hartpence
Rapid Transit - Esther Gillilan
Secretary's Office - Donna Thompson
Schedules - Joel Woodhull (temp.)
Special Agents - Ray Thomas
Telecommunications - Ed Walsh
Transportation - General - Pat Coble
Transportation Divisions - Manager of each Division

Date of Revision - March 6, 1981

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
REQUEST FOR TUITION REIMBURSEMENT
(This form must be submitted to the Employee Development Department
at least two weeks prior to course start date)

I GENERAL

Employee Name: _____ Employee Number: _____
Job Title: _____ Employment Date: _____
Department: _____ Work Extension: _____

II COURSE INFORMATION

School: _____ Course Start Date: _____
Course Title (catalog): _____ Course Number: _____
Course Description: _____

Course Classification: Undergraduate (Maximum Allowable - \$125) Graduate (Maximum Allowable - \$275)

Educational Goal (if Applicable):
Certificate: _____
Degree: _____ Major: _____

Tuition Cost: _____ Books: _____ Registration Fee: _____
(Estimated Cost)

Total Reimbursement: _____

III RATIONALE

This course will assist me in: Present Position Promotional Position:
(Complete Sections Starred Below)

*Do I meet the minimum work experience required for the promotional position? Yes No

*Promotional Job Title: _____

Statement of Commitment: I AGREE TO CONTINUE TO WORK FOR THE SCRTD AT LEAST SIX MONTHS FOLLOWING COURSE
COMPLETION.

Employee Signature

Date

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TO BE COMPLETED BY EMPLOYEE'S DEPARTMENT

Contract Employee:
Six months District experience Yes No
Job related course Yes No

Non-Contract Employee:
Six months District experience Yes No
Competent or better performance evaluation Yes No
Job related course Yes No

APPROVED: _____
Department Head Date

APPROVED BY TRAINING COMMITTEE: _____
Date

RECOMMENDED: _____
Date

_____ Date