



#9706

DEPARTMENT OF
HUMAN RESOURCES

DONNA L. GILES
DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

921 TENTH STREET
ROOM 401
SACRAMENTO, CA
95814-2713

916-264-5270

DIVISION:
ADMINISTRATION
PERSONNEL SERVICES
RISK MANAGEMENT

February 1, 1997

MEMORANDUM

TO: Department Heads and Division Managers

SUBJECT: EMPLOYEE EDUCATIONAL ASSISTANCE

Effective March 3, 1997, administration of the City's Employee Educational Assistance Program will be decentralized. Each work unit and department will be trained and trusted to administer this employment benefit just as they do other investments in human resources development.

In accordance with established guidelines and under the terms of existing labor agreements, this change recognizes that City departments have the primary responsibility and authority to maintain and enhance work force learning.

Individual employees, in partnership with their work units, now have the resources to select courses from City University's Core Curriculum Plan, the academic schools in our community and the specific work unit skill sets available to them at the work site.

You will want to designate someone who will take on the responsibility of approving reimbursement for educational expenses. This individual is invited to come for a briefing at the Learning Center, 927 Tenth Street, on the dates show below.

Copies of the modified application form will be available from Central Stores on or about February 3, 1997. (A "sample" copy is attached.) Guidelines are printed on the back. Copies of the old (current) form may be used until exhausted, or June 30, 1997, whichever comes first -- just remember to route them to your own Departmental Training Coordinator.

The education file for employees who have taken courses for reimbursement within the last six years will be turned over to the designated Departmental Training Coordinator on request. We will cover this topic at the briefing.

Briefing Schedule

Please have your designated Departmental Training Coordinator call Patti Rocha at 264-7285 to reserve a space at the briefing. The briefings will be in small groups; choose one of the following dates/times to attend:

Tuesday, February 11	@	1:30 p.m. to 2:30 p.m.
Wednesday, February 19	@	4:00 p.m. to 5:00 p.m.
Friday, February 28	@	8:30 a.m. to 9:30 a.m.

Representatives from Administrative Services -- Human Resources, Accounts Payable, and Labor Relations -- will be present to guide you in this transition. The Object Code for Educational Assistance will remain 4190.

Thank you for your cooperation! If you have any questions please call me at 264-5966.



GEORGE E. BUCKINGHAM
Training Officer

Attachments

For further assistance, contact City University or Career Development in the Organizational Development, Human Resource Department at 264-7285.

◆ RESOURCES

ORGANIZATIONAL DEVELOPMENT
EMPLOYEE RESOURCE CENTER
1023 J Street, Suite 201
Sacramento, CA 95814
916-264-7285

The Resource Center houses a multitude of valuable information that will aid in personal and professional growth. **All services are on an appointment basis.**

CAREER PLANNING AND EXPLORATION

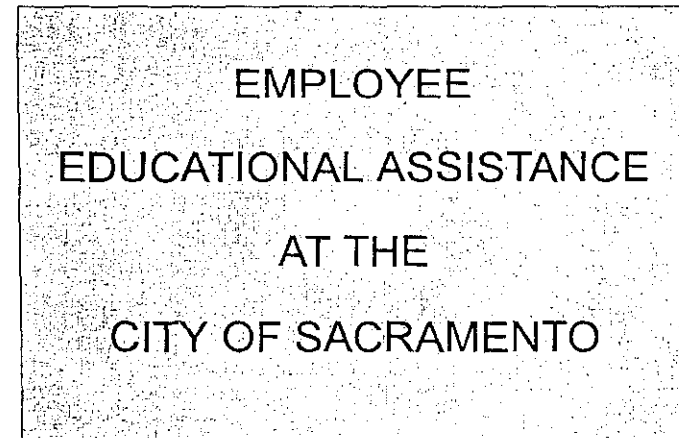
- Individual career counseling
- Video tapes
- Test preparation assistance
- Interviewing Techniques

CONTINUING EDUCATION

- Course catalogs
- Confidential basic skills tests

JOB/CAREER CHANGES

- Job vacancies in binders
- Job specifications/salary schedules in binders



◆ PURPOSE

This program has been established (since 1966) to encourage eligible employees to improve their knowledge, skills, and abilities in subject areas that will enhance their work performance for the City. Study areas may include courses, directly related to the current work they perform, and which may assist them in preparing for future career transition within the City. Requirements for high school equivalency, professional certification as a plant operator and registration requirements for an engineering license are examples of training currently covered by this program. General educational information is available to obtain an Associate or advanced degree (Bachelor, Masters, Ph.D., for example). These guidelines are intended to be flexible and to create an environment where continuous adult learning is honored and respected. Employee-students are encouraged to meet, in advance, to discuss their educational plans with their work unit supervisor, so that funds may be budgeted.

◆ ELIGIBILITY

Applications for Educational Assistance may be considered from employees who are budgeted, full-time, permanent (civil service or "exempt") employees who have satisfactorily completed their probationary period for the classifications they now hold. Job-sharing employees may be reimbursed on a pro-rated basis providing they meet all other eligibility criteria. Employees eligible for an educational incentive pay program are not eligible to participate in this program.

No application can be made or any compensation accepted from any other public sector or union-funding source. Non-compliance may be grounds for disciplinary action and forfeiture of eligibility for future program participation.

Reimbursement shall be made only for course work completed at accredited high schools, trade schools, colleges, universities, correspondence schools, extended education programs, and specialized test/license/certification workshops.

◆ APPLICATION

Applications for Employee Education Assistance are available through your Department Supervisor, or contact the City University Office at 264-7285.

Section One is completed by the employee-student and submitted within 30 calendar days of the "START DATE" to Dept/Division Head or designated Department Training and Development Coordinator for approval.

Section Two is completed by the appropriate authority and returned to the employee.

Section Three will be completed upon receipt of application, original receipt and final grade report. Upon approval, a Payment Voucher will be prepared and returned to the employee. Disbursement will be made through the employee's department.

The original application will be retained by the employee's department, copy one will be attached to the Payment Voucher; copy two is for the employee-student.

◆ REIMBURSEMENT

Reimbursement shall be for 100 percent of the cost of registration, tuition, and books, up to maximum of \$750 per calendar year (Jan – Dec).

Reimbursement for books and other class specific materials, detailed on a single page summary sheet, may be submitted, providing original receipts are attached and identified item by item. **Parking fees are not reimbursable.** Registration/tuition must be receipted on official school stationary/form with appropriate signature of a representative identified by title and telephone.

Reimbursement shall be made only for completed course work for which the applicant receives a grade of "C" or better. (Numerical equivalents and certification of successful completion may be appropriate verification in some instances.) Employees must present an official school transcript, highlighting the final grade received in the course(s).

◆ CONTINUOUS ADULT LEARNING

Since 1966, the City of Sacramento has encouraged and supported the individual initiative of employees who want to further their education. The current Educational Assistance Program is an important resource to support employee development plans. Departments should budget for this benefit under Object Code 4190 (Educational Assistance).

EMPLOYEE EDUCATIONAL ASSISTANCE

SECTION I (To be completed by applicant within 30 days class "Start Date")

NAME: _____ CLASSIFICATION TITLE: _____

DEPT. _____ DIVISION: _____ PHONE: _____

BUDGET: Fund # _____ Agency # _____ Org # _____

COURSE TITLE: _____ COURSE #: _____ UNITS: _____

_____ COURSE #: _____ UNITS: _____

_____ COURSE #: _____ UNITS: _____

SCHOOL: _____ START DATE: _____ END DATE: _____

EXPENSES: Please itemize expenses on a separate sheet attached to this application, e.g., registration, tuition, books (list by course #, title of book, and price). Attach original receipt for each expense for which reimbursement is requested.

REASON FOR YOUR ENROLLMENT: _____

This application is submitted in accordance with the City of Sacramento rules and conditions for Educational Assistance. My enrollment is voluntary. Time spent taking courses will not be considered as time worked for the City. No application has been made nor will any compensation be accepted from any other public sector or union funding source that exceeds the actual out of pocket expenses for registration, tuition or books. Grades and receipts will be submitted within 30 days of "End Date."

SIGNATURE OF APPLICANT

DATE

SECTION II (To be completed by Dept/Div. Head or designated Training Coordinator)

APPROVED: _____ DISAPPROVED: _____

COMMENTS: _____

SIGNATURE OF DEPT/DIV. HEAD

DATE

SECTION III (To be completed by Dept/Div. Head or designated Training Coordinator within 30 days of course completion)

APPROVED: _____ DISAPPROVED: _____

COMMENTS: _____

SIGNATURE OF DEPT/DIV. HEAD

DATE

EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM

PURPOSE

The Employee Educational Assistance was established in 1966 to encourage employees to improve their knowledge, skills, and abilities in subject areas that will enhance their work performance for the City. Study areas may include courses which are not directly related to the current work they perform, but which may assist them in preparing for future career transition within the City. Requirements for high school equivalency, professional certification as a plant operator and registration requirements for an engineering license are examples of training currently covered by this program. General educational classes needed to obtain an Associate or advanced degree (Bachelor, Masters, Ph.D., for example) are also included. These guidelines are intended to be flexible and to create an environment where continuous adult learning is honored and respected. Employees are encouraged to meet with their supervisors in advance to discuss their educational plans, so that funds may be budgeted by the department.

ELIGIBILITY

Applications for Educational Assistance may be considered from employees who are budgeted, full-time career (civil service or "exempt") employees who have satisfactorily completed their probationary period for the classifications they now hold. Job-sharing employees may be reimbursed on a pro-rated basis providing they meet all other eligibility criteria.

No application can be made or any compensation accepted from any other public sector or union funding source that exceeds the actual out of pocket expenses for registration, tuition or books. Non-compliance may be grounds for disciplinary action and forfeiture of eligibility for future program participation.

Reimbursement shall be made for course work completed at accredited high schools, trade schools, colleges, university, correspondence schools, extended education programs, and specialized test/license/certification workshops.

APPLICATION

Applications for Employee Educational Assistance are available through your Department Training Coordinator.

Section One is completed by the employee and submitted within 30 calendar days of the "START DATE" to the Department /Division Head or designated Training Coordinator for approval.

Section Two is completed by the appropriate authority and returned to the employee.

Section Three will be completed by the Department/Division Head or designated Training Coordinator upon receipt of application, original receipt and final grade report. Disbursement will be made through the employee's department.

REIMBURSEMENT

Reimbursement shall be for 100 percent of the cost of registration, tuition, and books, but not to exceed \$250 per semester, and up to \$750 per calendar year. The definition of "semester" will depend on the educational institution and sometimes the particular class.

Reimbursement for books and other class specific materials, detailed on a single page summary sheet, may be submitted, provided original receipts are attached and identified item by item. Registration/tuition must be receipted on official school stationary/form with appropriate signature of a representative identified by title and telephone.

Reimbursement shall be made only for completed course work for which the applicant receives a grade of "C" or better. (Numerical equivalents and certification of successful completed may be appropriate verification in some instances.) Employees must present an official school transcript, highlighting the final grade received in the course(s).

If an employee on his/her own initiative attends school or training after hours, the time is not considered hours worked for the City even if the courses are related to his/her job.