

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

831 EMPLOYEE PROFESSIONAL DEVELOPMENT AND TUITION REIMBURSEMENT

Education Code Sections

88227. The governing board of any community college district may grant reimbursement of the costs, including tuition fees, to any permanent classified employee who satisfactorily completes approved training to improve his or her job knowledge, ability, or skill. Programs eligible for reimbursement shall include, but not be limited to, courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, and conferences, meetings, and other training programs that are designed to upgrade the classified service and to encourage retraining of employees who may otherwise be subject to layoff as the result of technological changes. Eligibility for reimbursement shall be in accordance with rules established by the personnel commission in those districts that have adopted a merit system. This section shall not apply to any employee who is receiving training and is eligible for reimbursement by any other governmental agency, organization, or association.

88075. The commission may, with respect to the staff of the commission, expend funds for their orientation, training, retraining, and development and for any purpose prescribed by Article 7 (commencing with Section 88220) of this chapter.

- A. Reimbursement of the costs, including tuition fees, may be granted to any permanent classified employee who satisfactorily completes professional development training approved by their division head or college president and the Human Resources Division or, in the case of a Commission employee, by the Personnel Commission. Approval shall be obtained in advance before any expense is incurred by the employee. The coursework or training shall also be approved by the Committee for Tuition Reimbursement or Human Resources staff, as required by the employee's collective bargaining agreement. Reimbursement eligibility, limits, and requirements for approval may vary according to the employee's applicable collective bargaining agreement.

The amount of funds established, if any, each fiscal year for professional development and tuition reimbursement may vary. Requests will be considered until funds are exhausted at which point employees may be placed on a waiting list.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

831

LAW AND RULES

April 12, 2023

- B. Training which may be approved for reimbursement shall be designated to:
1. improve the knowledge, ability, or skill required to perform the duties of the employee's present class, or
 2. prepare the employee for promotion, or
 3. train the employee, who may otherwise be subject to layoff as the result of technological changes, in new skills which may be utilized by the District, or
 4. train a disabled employee, who can no longer perform the essential duties of their regular class, for other employment by the District.

Training must take place at an accredited institution; however, exceptions may be made for courses, workshops, or other organized activities offered by recognized business, industry, governmental, professional, and occupational organizations or associations. The cost of outside training shall not be reimbursed if a comparable in-service training program is available.

- C. In order to be reimbursed for the costs of approved training, the employee shall present to the Human Resources Division:
1. Evidence that they have satisfactorily completed the training with a grade of C or passing if grades are received.
 2. Receipts itemizing the cost of the training. Costs which may be reimbursed include tuition fees, laboratory fees, other mandatory fees, required textbooks, and other necessary training materials. Expenses incurred for travel, parking, paper, pens, notebooks, non-mandatory student body fees, and other incidental costs shall not be reimbursed.
- D. The employee's division head or college president shall provide certification to the Human Resources Division that the employee is eligible for reimbursement of the costs of training in accordance with the provisions of this rule.
- E. The following limitations are placed upon the use of tuition reimbursement:
1. Tuition reimbursement shall not be available to an employee who is receiving training and is eligible for reimbursement by any other governmental agency, organization, or association.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

831

LAW AND RULES

April 12, 2023

2. An employee who terminates their employment with the District within six months after the completion of a training course for which they have been reimbursed, shall refund the amount of the reimbursement to the District, or it shall be deducted from their final warrant. The only exception to this provision shall be in the case of death or medical disability.

F. An employee of the Personnel Commission shall be reimbursed for attendance at workshops, seminars, conferences, training institutes, and other types of meetings provided:

1. The learning experience is designed for their orientation, training, retraining, or development.
2. Attendance will benefit the classified personnel program.
3. Attendance is authorized by the Commission.

The employee may be required to submit a written report which evidences their successful assimilation of the training.

G. Despite use of the term reimbursement in this rule, employees are not required to advance personal funds in situations where purchase orders may be used for the payment of fees or tuition.

H. This rule shall have no force and effect upon employees of any collective bargaining unit to the extent that the provisions of this rule are negotiable.