

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-501
		TUITION REIMBURSEMENT
ISSUE DATE: October 20, 2010	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide dated November 10, 2009	CHANGES: Add forms resource information; update definition of <i>accredited institution</i> .	

I. POLICY

The District encourages the professional growth of its academic and classified employees, and may establish standards and a fund each fiscal year for the purpose of reimbursement of employee professional growth expenditures. The standards and funds to be expended for tuition reimbursement are set forth in the collective bargaining agreements and/or Personnel Commission Rule 831.

II. DEFINITIONS:

- An ***accredited institution*** is one that has been recognized or approved as meeting the standards established by an accrediting agency recognized by the United States Department of Education. (EC § 94813)
- The ***Committee on Tuition Reimbursement*** considers requests for tuition reimbursement and determines whether the request is approved, denied or waitlisted. The establishment and composition of the committee is set forth in the respective collective bargaining agreements. (See Union Contracts)
- Course ***completion*** means the successful completion of a credit course for which a student receives a recorded grade of A, B, C, PASS or CREDIT. The grading policy of the institution offering the course will be used to determine “successful” completion of the course. (Board Rules 6702 and 6703.11)
- A ***waitlist*** is a list of the applications received after tuition reimbursement funds have been exhausted. Since funds are not actually paid until the approved applicant has successfully completed the coursework or activity, a waitlist applicant may be eligible for reimbursement should the approved candidates not successfully complete the coursework or activities. Should funds become available, waitlist applications will be given consideration for reimbursement funds in the order received.

III. REQUIREMENTS

In order to encourage the professional development of employees, the District may establish funds each fiscal year for the purpose of tuition reimbursement of professional development activities. Courses, workshops, institutes, or other organized activities must be taken at an accredited institution. Exceptions may be made for courses, certification examinations,

workshops, or other organized activities offered by recognized business, industry, governmental, professional, and occupational organizations or associations.

1. **Eligibility.** To be eligible for reimbursement for course work or training, the employee must meet the following criteria:
 - a. The employee must be a permanent or regular employee.
 - b. The course work or training must result in the employee rendering more effective service to the District.
 - c. The course work or training must be recommended by the college president, department head, or vice chancellor. The recommendation noted above is not required for Unit 1 employees.
 - d. The coursework or training must be approved in advance by the Committee for Tuition Reimbursement or Professional Growth Committee.
 - e. The coursework or training must be successfully completed through an accredited institution of higher education or a recognized business, industry, governmental, or professional organization or association.

Tuition reimbursement funds shall be available for a course, workshop, institute or other organized activity in any of the following areas:

- a. The employee's current classification.
- b. A related classification.
- c. Retraining as recommended by the college president and approved by the Chancellor or his/her designee. Eligibility for reimbursement of a retraining program may vary according to employee group; for retraining program reimbursement eligibility, contact the Services Unit, District Office Human Resources.

The amount of funds established each fiscal year for professional growth tuition reimbursement may vary according to employee service unit. Table R-501A sets forth the funding amounts available per employee group.

TABLE R-501 Tuition Reimbursement Limits by Unit							
Employee Group	Fiscal Fund Maximum Per Unit	Yearly Maximum Reimbursement Per Employee	Single Year Allowable Percentage				Bargaining Unit / Rules Information Source
			LACCD School	Non-LACCD School	Books and/or Other Related Costs	MOUS Exam Fee	
Academic Supervisor [Teamsters, Local 911]	\$20,000 ¹	\$2,000	50%	50%	No	No	Agreement, Article 14
Academic Faculty [Faculty Guild, AFT Local 1521]	\$87,500 ²	\$2,000	50%	50%	No	No	Agreement, Article 23
Building & Trades (Crafts) [Building & Trades]	\$7,000	\$1,000	100%	50%	No	Yes	Agreement, Article 20
Maintenance & Operations [SEIU, Local 99]	\$16,000	\$1,000	50%	50%	No	No	Agreement, Article 16
Classified Supervisor [SEIU, Local 721]	\$12,000	\$2,000	100%	50%	Yes	Yes	Agreement, Article 15
Technical/Clerical [Staff Guild, AFT Local 1521A]	\$100,000	\$3,000	100%	50%	Yes	Yes	Agreement, Article 17
Management [Unrepresented]	N/A ⁴	\$2,000	100%	50%	Yes	No	Persl Com Rule 831
Confidential [Unrepresented]	N/A ⁴	\$2,000	100%	50%	Yes	Yes	Persl Com Rule 831
<p>1: Includes District approved Conference expenditures.</p> <p>2: Per Article 23 of the Agreement, the District shall appropriate funding for distribution to the colleges, to be allocated in proportion to each college's full-time equivalent faculty (FTEF). Unless the college's Professional Growth Committee decides to divide the college's allocation differently, sixty-five percent of the allocation shall be placed in the college's Professional Conference Fund and thirty-five percent shall be placed in the college's Tuition Reimbursement.</p> <p>3. \$15,000 total allocation for Management and Confidential combined.</p>							

- 2. Request for Tuition Reimbursement.** The Tuition Reimbursement program is centralized at the district level for all employee groups, except academic faculty.
- a. For all district level employees groups except academic faculty, the Application for Tuition Reimbursement for Professional Development (Form HR R-501A) must be submitted to and approved by the Committee on Tuition Reimbursement, the Professional Growth Committee, or the College President or Associate Vice Chancellor, as outlined in the respective collective bargaining agreement, no earlier than 30 days prior to the date that the course or activity begin and no later than the end of the second week of the course or activity. Requests will be considered until funds are exhausted, and applicants will receive notification advising of whether they have been approved for tuition reimbursement, denied or placed on a waitlist.
 - b. Academic supervisors may request tuition reimbursement funds for reimbursement of conference attendance, as stipulated in their collective bargaining agreement. These employees should complete the conference attendance request and report forms in addition to the requisite tuition reimbursement forms.
 - c. Requests submitted by academic faculty will be considered by the Committee on Tuition Reimbursement or the Professional Growth Committee at each campus and should be submitted to the campus Staff Development Coordinator. Applicants will receive notification of advising whether they have been approved for tuition reimbursement, denied or placed on a waitlist.

Tuition reimbursement shall be processed upon submission of evidence of successful completion of course or activity, as well as the submission of evidence of all tuition, book and other allowable fees. This evidence shall be submitted by the employee to the District Human Resources (Attention: Services Unit). If the reimbursement is approved by the Chancellor or his/her designee for retraining, the District shall pay the full cost of tuition, books and materials for the employee at the time it is due.

3. **Reimbursable Expenditures.** Reimbursable expenditures include the mandatory tuition fees, fees charged for instruction as stated in the college catalog, required textbooks and materials (as listed in syllabus), or fees charged for workshops, institutes or other organized activities offered at an accredited institution. Reimbursement for dissertation courses will be limited to two years. Expenditures not eligible for reimbursement include the cost of room, meals, travel, general reference books, recommended reading, late fees, parking, optional student body fees, optional health fees, optional fees related to instruction, supplies or similar expenditures and fees charged for conventions or conferences. The exception in this case applies to the Academic Supervisor employee group, for which reimbursement of conferences is allowable.
4. **Released Time for Professional Growth.** Classified service employees may be eligible for released time for purposes of career development activities. If career development released time is granted to an eligible employee, the employee will be required to work makeup time at the rate of one (1) hour of makeup time for each two (2) hours of released time. Time spent for makeup purposes which results in an employee being in paid status for a total of more than eight hours in any one day shall not be considered an authorized and compensable overtime for purposes of cash payment. Classified employees should review their collective bargaining agreement for requirements.
5. **International Education.** International education programs sponsored by the Los Angeles Community College District may be reimbursed for 50% of the cost of instruction only at any institution in a foreign country with which the District is associated. No additional expenses will be reimbursed. This cost will be determined by the District Director of the International Education Program.
6. **Change of Program.** If, subsequent to approval of an application for tuition reimbursement, it is necessary to substitute or change a course in place of the course for which approval has been granted, a request for "amended application", listing the course change should be immediately sent to District Human Resources for approval or denial by the Committee for Tuition Reimbursement or the Professional Growth Committee.
7. **Application Procedure.** The Application for Tuition Reimbursement for Professional Development (Form HR R-501A) can be obtained in the Faculty and Staff Forms section of the LACCD webpage. Eligible employees should forward the completed application to District Human Resources, Attention Services Unit, so that the application is received in accordance with the timelines set forth above in Section 2, Request for Tuition Reimbursement. Applications will be considered by the Committee for Tuition Reimbursement or the Professional Growth Committee in the order received by District Human Resources until the fund is exhausted. Applications received after the exhaustion of allocated funds may be placed on a waitlist. If approved applicants do not successfully complete approved coursework or activities, funds may become available to waitlist applicants

If the application is not approved, an appeal may be considered on a case by case basis. In this case the applicant should contact Human Resources to discuss the basis for denial of his/her application.

8. **Reimbursement.** Applicants approved for tuition reimbursement will receive the appropriate Report of Completion for Tuition Reimbursement for Professional Activity (Form HR R-501B), with notification of approval for tuition reimbursement. No more than 60 days from the date of completion of the course, workshop or training, the employee should complete the form and submit it to Services Unit, District Human Resources, along with the receipt for payment of institution's fee bill; an official grade report which clearly indicates the student name and semester/quarter; and, receipts for required textbooks and materials, if applicable.

Applicants who have completed workshops, seminars, institutes or organized activities other than for college credit, should complete the appropriate Report of Conference Attendance form, available on the District's website, and submit it to Services Unit, District Human Resources, along with an authorized receipt and attendance verification from the sponsoring organization, school or agency.

If reimbursement is approved by the Chancellor or his/her designee for retraining and the District paid the full cost of tuition, books and materials for the employee at the time it was due, the employee should complete the appropriate form and submit it to Services Unit, District Human Resources, along with verification of successful completion of the retraining course within 60 days of the date of course completion.

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

[Section 88227, Retraining and Study](#)
Section 94813, Accredited

LACCD BOARD RULES

Chapter VI. Instruction
[Article VII, Academic Standards](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

[Los Angeles College Faculty Guild, Local 1521: Article 23, Professional Growth](#)
[AFT College Staff Guild, Local 1521A: Article 17, Professional Development and Retraining](#)
[Los Angeles/Orange County Building and Construction Council: Article 20, Tuition Reimbursement](#)
[Los Angeles City and County School Employees Union, Local 99: Article 16, Professional Growth](#)
[Supervisory Employees' Union, Local 711: Article 15, Professional Growth](#)
[Teamsters, Local 911: Article 14, Professional Growth, Training and Retraining](#)

PERSONNEL COMMISSION RULES

[PC 596, Overtime](#)
[PC 831, Employee Training and Development](#)

PERSONNEL COMMISSION PUBLICATIONS

[Upward Mobility Plan and Career Ladders Guide for the Classified Service, Jan 2008](#)

EMPLOYEE FORMS

[LACCD Form HR R-501A, Application for Tuition Reimbursement for Professional Development](#)
LACCD Form HR R-501B, Report of Completion for Tuition Reimbursement for Professional Activity