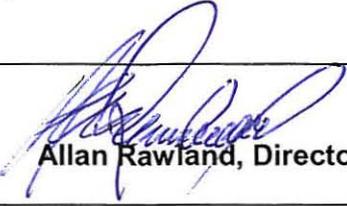


**County of San Bernardino
Department of Behavioral Health**

Training Tuition Reimbursement Policy

Effective Date 7/1994
Revision Date 3/30/09



Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health to adhere to the requirements of the County's Memorandum of Understanding (MOU) for the reimbursement of approved trainings and educational events to meet training, licensure, certification and/or registration requirements that are a condition of employment, and/or improve their job-related education or career development, or to reimburse membership dues in professional organizations.

Purpose To ensure the adherence of tuition and membership reimbursement guidelines with the use of MOU and Department funds.

Approval Guidelines Approval must be requested and obtained to attend a training, class, conference or seminar; and to request payment or reimbursement for tuition or membership dues in a professional organization.

Note: Please see [Training Tuition Reimbursement Procedure](#) for reimbursement requests and processing guidelines.

Administration Tuition Reimbursement The County's Performance, Education and Resources Center (PERC) administers tuition reimbursement funds for the occupational units listed below:

- Clerical
- Craft, Labor and Trades
- Supervisory
- Technical and Inspection

DBH administers tuition reimbursement funds for the occupational units listed below:

- Administrative Services
 - Exempt
 - Management
 - Nurses
 - Professional
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**County of San Bernardino
Department of Behavioral Health**

Training Tuition Reimbursement Policy, Continued

Reimbursable Amounts The amount of reimbursement that can be requested depends on the occupational unit. Refer to the County's *MOU, Tuition Reimbursement and Membership Dues* section, for current reimbursement information and amounts.

For reimbursement guidelines, refer to the Performance, Education & Resource Center's (PERC) website at <http://countyline/PERC/>.

County/Leave Time for Training

If...	Then...
If the Department requires an employee to attend a specific training or a Supervisor approves a training that would assist the employee in carrying out job duties	The employee may attend the training on County time
If the training is for career development that is <u>not</u> job-related	The training must be completed on the employee's own time

Training Proof of Completion

After completion of a training or educational related event, the employee must provide attendance verification to his/her direct Supervisor.

Important: Please see the County's *Education Policy, No. 06-03*, for training/education evaluation and reimbursement procedures, as trainings and educational courses-when applicable, may require verification by the County's Personnel Division to ensure legitimacy and minimum grade requirement is met.

Travel Requirements

If the training/event requires travel, please refer to the [Travel Procedure](#) for further instructions.

References

- County of San Bernardino. (1974). *Education Policy*. No. 06-03.
 - County of San Bernardino. *Memorandum of Understanding 2005-2008: Tuition Reimbursement and Membership Dues*.
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