

SOLANO COUNTY

TUITION REIMBURSEMENT PROGRAM

Among the benefits offered by Solano County to employees in regular full-time and part-time positions is tuition reimbursement. The provisions regarding reimbursement are standardized and contained in most Memorandums of Understanding (MOUs) and the Personnel and Salary Resolution.

Unfortunately, when employees who request reimbursement have not complied with the appropriate application procedure as outlined in the Policy, it becomes difficult, if not impossible, for the employee to take advantage of the benefit.

An overview of the requirements is provided below. For complete information on Tuition Reimbursement refer to the appropriate MOU or Personnel and Salary Resolution.

- Tuition Reimbursement is administered by the Department of Human Resources from money within our budget for that purpose.
- Reimbursement is available to full-time and part-time employees occupying regular positions, who have completed their initial County probationary period and are satisfactorily performing their jobs.
- Courses may not be taken on more than 50% of the County's time. The employee must utilize vacation, CTO or leave without pay for any additional time away from work.
- Reimbursement in the amount of 50% may be requested for tuition, registration/lab fees and textbooks. **Original receipts for tuition, registration/lab fees and textbooks are to be attached to your TC-50 Tuition Reimbursement Claim filed.** For the maximum reimbursement in a fiscal year please refer to your MOU.
- **REQUEST FOR REIMBURSEMENT MUST BE APPROVED BY THE DEPARTMENT OF HUMAN RESOURCES BEFORE THE COURSE IS UNDERTAKEN.** It's the employee's responsibility to see that the request is submitted to the department head for approval in a timely manner to reach the Department of Human Resources before the class begins. Requests which are received after the class starts will be denied. The purpose of this requirement is so an employee will know prior to incurring enrollment expenses whether he or she is eligible for reimbursement.

If you have any questions about Tuition Reimbursement, please call (707) 784-6170.