

**DISTRICT TUITION REIMBURSEMENT FOR CLASSES TAKEN WITHIN
THE DISTRICT**

1. Purpose:

This is a procedure to implement the District's commitment to enhance the knowledge, skills, abilities and promotability of all permanent Classified, Confidential, Supervisory and Management employees.

2. Eligibility:

All Classified employees, Confidentials, Supervisors and Managers who have passed their probationary periods, if applicable, shall be eligible for this program.

3. Criteria:

The following are the criteria for reimbursement of costs:

- a. Tuition is paid for any credit or non-credit course offered by the District, itself, and
- b. Completion of the course with a grade of at least "C" (or pass if a pass/fail course)

4. Exclusions:

The following costs are excluded from reimbursement:

- a. Expenses incurred for non-District or any not-for-credit courses will not be eligible for reimbursement.
- b. Costs for books, supplies or miscellaneous items related to courses covered by this procedure will likewise not be eligible for reimbursement.

5. Reimbursement Process:

- a. Upon successful completion of District class(es), an original official transcript must be submitted along with an original completed expense report (which can be obtained through the location Business Office) that includes attached receipts for payment of course to:

Contra Costa Community College District Office
Human Resources Department
500 Court Street, 4th Floor
Martinez, CA 94553
Attn: Staff Development Representative

- b. The District Human Resources Staff Development Representative will review the submitted transcripts, expense reports, and receipts for program eligibility and completeness. If the employee is not eligible, she/he will be contacted by a District Office Human Resources Staff Development Representative explaining the reason for non-reimbursement.

- c. Reimbursement payments will be processed and checks issued to employees within 30 days upon receipt of official transcript and completed expense report.

6. Disbursement Limits:

No disbursement limits are identified in this program.

Public Employee Union, Local 1, Article 11