

**CHAPTER XVI
RETRAINING AND STUDY**

16.1 TUITION REIMBURSEMENT

- A. **PROCEDURE FOR REIMBURSEMENT.** With the approval of his department head, the Assistant Superintendent, Human Resources, and ratification by the Personnel Commission, a permanent classified employee may be granted tuition reimbursement of the costs, including tuition fees, after having satisfactorily completed approved training to improve job knowledge, ability, or skill.
- B. **PROGRAMS ELIGIBLE FOR REIMBURSEMENT.** Programs eligible for tuition reimbursement shall include:
1. Course of study at approved academic institutions.
 2. Seminars and training institutes conducted by recognized professional associations.
 3. Conferences, meetings, and other such training programs as 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.
- C. **LIMITATIONS ON ELIGIBILITY.** Programs will be eligible for reimbursement only if:
1. They are within the occupational field of the employee; or,
 2. They are within the occupational hierarchy of the employee.
- D. **EMPLOYEE ELIGIBILITY FOR REIMBURSEMENT.** Permanent classified employees shall be eligible for tuition reimbursement provided that:
1. The employee has rendered paid service to the District for not less than 75 percent of his regular assigned time in each of the two and one-half consecutive years prior to the approval of his program for tuition reimbursement.
 2. The employee's program is job related, or upgrades his skills for possible promotion within the same occupational hierarchy.
 3. The employee satisfactorily completes the approved program. In those programs issuing formal grades, "satisfactory" is intended to mean a 'C' average (or 2.0 on a four point scale, i.e., A=4.0, B=3.0, C=2.0, D=1.0.)
 4. The employee's request is approved by his division head, department head, and the Assistant Superintendent, Human Resources and ratified by the Personnel Commission.

5. The employee's service ratings for the two years prior to approval of tuition reimbursement are above "unsatisfactory" and are maintained at that level or higher while engaged in the approved program.
 6. The priority for approving employee programs for tuition reimbursement shall be based on the following criteria:
 - a. Availability of funds.
 - b. Scarcity of critical skills needed by the District to fulfill its personnel programs.
 - c. New knowledge needed by the District to develop an impending project, or to keep personnel aware of new developments in their field.
 - d. Upgrading of general knowledge or skills.
 - (1) To avoid possible layoff due to technological changes.
 - (2) To gain more sophisticated job-related knowledges and skills.
 - e. Seniority.
- E. IMPLEMENTATION OF TUITION REIMBURSEMENT. Rule 17.1 shall become effective and will be implemented upon the governing board allocating funds for the program.

16.2 RETRAINING AND STUDY LEAVE OF ABSENCE

- A. EMPLOYEE ELIGIBILITY. With the approval of his division head, department head, the Assistant Superintendent, Human Resources, and ratification by the Personnel Commission, a permanent classified employee may be granted a paid leave of absence not to exceed one year for the purpose of study or retraining, provided that:
1. The employee has rendered paid service to the District for not less than 75 percent of his regular assigned time in each of the seven consecutive years prior to the granting of study leave. For purposes of this rule, study leave is defined as leave granted employees for the purpose of maintaining and improving skills used in the service of the District.
 2. The employee has rendered paid service to the District for not less than 75 percent of his regular assigned time in each of the three consecutive years prior to the granting of retraining leave. The purposes of this rule, retraining leave is defined as leave granted employees for the purpose of acquiring new skills required as a result of changes in the District's organization and methods.

3. The employee's program of study or training, while on study leave, is job-related or within the same occupational hierarchy.
 4. The employee's service ratings for the past two years prior to approval of leave are above "unsatisfactory."
- B. **COMPENSATION FOR STUDY OR RETRAINING LEAVE.** Compensation provided an employee on study or retraining leave shall be not less than one-half of his regular rate of pay. Compensation in excess of one-half of the employee's regular rate of pay shall be subject to the approval of the governing board. The compensation may be paid in two equal annual installments as provided in Education Code 45384, or in the same manner as if the employee were working for the District, provided that the employee:
1. Furnishes the District with suitable bond against loss in the event the employee fails to render at least two years of service following return from leave of absence,

or
 2. Furnishes the District with such other assurance against loss as the governing board may elect to permit.
- C. **TERMINATION OF LEAVE.** The Assistant Superintendent, Human Resources, may terminate the leave of any employee on evidence of his failure to pursue or accomplish the purpose of such leave, provided that an immediate report in writing is sent to the Personnel Commission.
- D. **BREAK IN SERVICE.** Any study or retraining leave of absence granted under this rule shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing time for the granting of subsequent study leaves.
- E. **ASSIGNMENT ON RETURN FROM LEAVE.** Upon completion of leave of absence, the employee will be assigned, unless he otherwise consents, to the same unit or section to which assigned at the time the leave was granted, provided that no conditions have developed during the period of leave or at the time of return which would have changed the employee's location or duties had he remained in active service.
- F. **REIMBURSEMENT OF COMPENSATION BY EMPLOYEE.** Employees who do not complete the approved leave objectives shall reimburse the District for compensation paid during the period following discontinuance of the leave-study program, or failure to maintain adequate study standards.
- G. **EMPLOYMENT WHILE ON LEAVE.** Employees may, while on leave of absence, provided there is no conflict in hours, continue existing multiple assignments or previously held outside employment. Acceptance of new additional employment while on leave of absence which would interfere with the achievement of the objectives for

which the leave was granted will constitute a basis for termination of the employee's leave of absence.

- H. **PRIORITY FOR LEAVE.** The priority for approving study and retraining leaves shall be based on the following criteria:
1. Availability of funds.
 2. New knowledge needed by the District to develop an impending project or to keep personnel aware of new developments in their fields.
 3. Retraining to avoid impending layoff due to technological changes or District reorganization.
 4. Scarcity of critical skills needed by the District and proven inability to recruit and obtain qualified candidates in the current labor market.
 5. Upgrading of general knowledge and skills within the employee's occupation.
 6. Seniority.
- I. **IMPLEMENTATION OF RETRAINING AND STUDY LEAVES.** This rule 16.2 shall become effective and will be implemented upon the governing board allocating the funds for the program.

16.3 CAREER INCENTIVE PAY

Upon the recommendation of the Assistant Superintendent, Human Resources, and with the endorsement of the Personnel Commission, the governing board may grant a one step advancement to the next highest salary increment to any permanent classified employee provided the following criterion are met:

1. The employee has reached the top step of his salary schedule.
2. The employee has successfully completed a planned sequence of course work leading to the achievement of goals of benefit to the District; and this course work has previously been approved by his department head and the Executive Officer of the Personnel.
3. The employee has successfully completed a study or retraining leave of absence comprised of a planned sequence of course work leading to the achievement of goals of benefit to the District.
4. The employee's service ratings for the two years prior to such recommendation are above "unsatisfactory" in every column.