



**TOWN OF MAMMOTH LAKES
POLICIES AND PROCEDURES**

SUBJECT: EDUCATION REIMBURSEMENT

Number: 100.10
Effective Date: 09/01/2016
Revised: 10/11/2018
Authority: Town Manager
Adopted by Resolution No.: N/A
Town Manager: *Daniel C. Hille*

I. Purpose and Scope

The Town of Mammoth Lakes ("Town") recognizes the importance of having highly skilled employees and encourages employees to take educational and training courses on a regular basis. The purpose of this policy is to establish procedures regarding the reimbursement or payment of educational training for employees, beyond that of regularly scheduled training and conferences that are paid for under the Town's Travel Policy. In accordance with the applicable Memoranda of Understanding, there is a need to provide direction regarding the use of limited funds in a consistent manner.

This policy applies to all regular employees covered under the applicable Memoranda of Understanding.

II. Policy

Funding for continuing education may be available to employees on a case-by-case basis and is subject to Department Head approval and available budget. Each year, departmental budgets include funding for training and education, which may be used in part for this purpose.

When an eligible employee enrolls in courses at an accredited institution on their own time, the Town will consider requests for reimbursement for books listed on the course syllabus and required fees such as tuition and registration fees, at an amount up to the current tuition schedule for the average of the California State University system. Mileage and other optional fees shall not be reimbursable. Department Head approval shall be obtained on the applicable form (Appendix A) by the employee before registering for any course in order to be eligible for reimbursement.

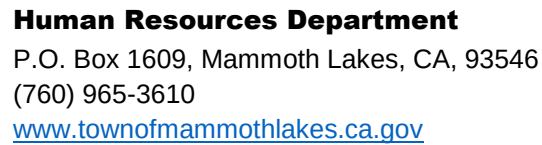
When requesting approval prior to registration or enrollment, all documentation, including class schedule, applicable registration fees, and course description must be attached. The documentation must show relevance to the employee's responsibilities in their regular position. Costs to obtain qualifications required for an employee to meet the minimum requirements of their position description are not considered reimbursable under this policy.

When requesting reimbursement, all documentation, including record of satisfactory completion of course(s), receipts for course registration, syllabus showing all required course books, and all receipts for purchased books must be attached. If an employee fails to satisfactorily complete the course(s) with a grade of "B" or better, they shall not be eligible for reimbursement for that course.

Department Heads will be responsible for the management and utilization of their assigned budget under this program. Department Heads will be responsible for the requests of their employees being made prior to registration or enrollment.

III. Responsibility for Review

The Human Resources Manager shall be responsible for reviewing this policy at least every three years or with the adoption of new Memoranda of Understanding.



Part One: Request to Participate in the Educational Program

Employee Name:		Date:	
Institution/Program Name:		Course Dates:	

Course Title	Estimated Tuition		Estimated Cost of Books	
Total	\$		\$	

Explanation of how the course(s) is related to your work as a Town of Mammoth Lakes employee:

Approved By:	
Department Head:	Date:

The following items must be attached to this form:

- Record of satisfactory completion of course(s)
All receipts for course registration
Syllabus showing all required course books
All receipts for purchased course books

Total amount of reimbursement request:	\$
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Approved By:	
Department Head:	Date:
Account Code:	