



**SUPERIOR COURT OF CALIFORNIA - COUNTY OF KERN
OPERATING POLICY AND PROCEDURES**

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2019-01 Policy #: Admin	Title – Continuing Education Requirements and Tuition Reimbursement	Effective Date: November 18, 2019
Approved by:	 Tamarah Harber-Pickens, CEO  Judith K. Dulcich, PRESIDING JUDGE	Prepared by: Carla Ortega and Travis Andreas

I PURPOSE: In order to ensure that all requests for payment for employees to meet their continuing education requirements or requests for tuition reimbursement are uniformly considered and approved in compliance with the Memorandum of Understanding Between the Superior Court of California, County of Kern and SEIU Local 521 (MOU) and the Human Resource Policies and Procedures, Section 1000.05.

II POLICY: It is the policy of the Superior Court, County of Kern, that employees shall complete a *Pre-Authorization Request for Tuition Reimbursement or Required Continuing Education* prior to incurring any expenses so that the Court Executive Officer may grant the appropriate approvals. A copy of the mandatory form is attached.

III PROCEDURE:

(1) Required Form:

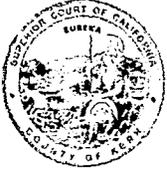
The form, *Pre-Authorization Request for Tuition Reimbursement or Required Continuing Education*, listed on the Court’s website (under Forms/Documents) shall be completed by each employee desiring the court to pay for their tuition or their required continuing education prior to incurring such costs.

(2) Continuing Education Requests:

All employees subject to a continuing education requirement must complete the form so that reimbursement is authorized for the course tuition. Employees must certify on this form that the course satisfies their profession’s mandatory continuing education requirements, that the course is necessary to satisfy their own requirement for their upcoming reporting period for their mandatory continuing education requirement; and that they have not exceeded the limitation on reimbursement for continuing education requirements for the calendar year. Employees will be reimbursed for the approved tuition after their completion of the course and their provision of proof of completion and payment.

(3) Administrative Leave:

Administrative leave to allow employees to attend courses for their continuing education requirements is granted on a discretionary basis. Requests for administrative leave must be submitted by the employee, approved by their supervisor, and can only be authorized by the Court Executive Officer. Such requests will only be granted if there is sufficient coverage in the employee's section. The



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request for administrative leave should be made in memo format and submitted to the employee’s supervisor.

(4) Travel Expenses:

Travel expenses associated with mandatory continuing education requirements are discretionary and may be approved by the Court Executive Officer. The Court has an obligation to ensure that all employees subject to licensing requirements have an equal opportunity to obtain the necessary training. Accordingly, reasonable efforts should be made by all such employees to obtain their mandatory continuing education locally. Requests for travel expenses will not be granted unless a specific showing is made that the necessary training is not available within a fifty-mile radius of the employee’s assigned job location. Requests for travel expenses associated with continuing education requirements must be preapproved and must be submitted on designated form. Such expenses may be approved at the discretion of the Court Executive Officer, subject to the restrictions above.

(5) Tuition Reimbursement:

All employees desiring tuition reimbursement must complete the form so that reimbursement is authorized for the course tuition. The courses must be related to the work of the employee’s position, career development or occupation in such a manner as will offer identifiable benefit to the Court. Employees must certify on this form that:

- They have completed their initial probationary period with the Court and they are performing their job satisfactorily
- They are currently employed with the Superior Court of California, County of Kern in a regular, full-time position.
- The costs are not being defrayed by another agency (i.e. Veteran’s Administration)
- They will send evidence of satisfactory completion of the class and a copy of their proof of payment to the Finance Department after completion of the course

Courses must be taken at accredited institutions. Conventions, workshops, institutes, retreats, etc., are not eligible for tuition reimbursement. Reimbursement shall be made only upon evidence of payment for and completion of pre-approved course, as evidenced by a passing grade of “C” or better and a satisfactory current performance evaluation.

