



SAN JOAQUIN COUNTY Educational Reimbursement Program Frequently Asked Questions

1. Who is eligible for the County's Educational Reimbursement Program?

With a few exceptions, county employees are eligible. Check your Memorandum of Understanding (MOU) for eligibility requirements.

2. Am I eligible for reimbursement if I receive financial aid or have student loan?

Employees receiving financial aid that does not require repayment will not qualify for education reimbursement. However, employees receiving student loan are eligible (must show of payment to school/listed courses)

3. Will I receive reimbursement for certificate/license fees?

Employees are eligible to receive reimbursement for completion of continuing education courses to *obtain* or *maintain* a certificate/license for work. However, employees will not receive reimbursement for fees paid to obtain a certificate/license.

4. What expenses are reimbursable?

Reimbursable

- Tuition
- Registration Fees
- Required Books/CDs for the class

Non-Reimbursable

- General school supplies (i.e. paper, pens, binders, etc.)
- Parking fees
- Flight and hotel costs

5. May I take classes on County time?

No. All courses must be taken on employee's own time. Time off requests will be verified.

6. How much money will I receive?

The amount of reimbursement depends on the employee's educational goal and Memorandum of Understanding (MOU). However, there is a limit on the maximum amount permitted per semester and fiscal year.

7. My MOU allows an employee enrolled in an approved degree program to be reimbursed up to \$800 per semester for a maximum of \$1,600 per fiscal year. What is considered a semester?

For the purpose of administering the County's Educational Reimbursement Program, a semester is defined as either January 1st – June 30th or July 1st – December 31st. Once employees received the maximum of \$800 in a semester, they are not eligible to receive any additional reimbursement until the following semester.

8. Will the county reimburse me for expenses that incurred in a prior semester or fiscal year?

The county will not reimburse for past expenses.



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9. Besides my application, is there anything else that I am required to submit?

Employees are generally required to provide the following information along with the application:

- A) Degree program requirements or for a non-degree program, a program brochure/flyer
- B) Class schedule which includes the dates of the classes
- C) Fee schedule.

10. When do I need to submit my application *and* supporting documents to Human Resources (HR) Staff Development?

Either prior to starting or no later than ten (10) business days after the first day of class (this deadline will be enforced).

11. How will I know if HR Staff Development received my application and all required supporting documents?

All applicants will receive notification from HR Staff Development informing them whether the application has been approved, denied or is in review within ten (10) business days from the date the application was received.

12. Am I responsible to notify HR Staff Development if something changes on my application?

Yes. Changes on classes, submitted amount, mailing address, etc. should be immediately communicated to HR Staff Development to prevent delay of payment.

13. What should I do if I know I will have difficulty meeting the established deadlines?

Employees should contact HR Staff Development immediately at (209) 468-3372.

14. What supporting documents do I need to provide to HR Staff Development after my class ends?

- 1. Proof of payment showing the amount and what was paid
- 2. Proof of completion of course (i.e., certificate, grade report of C or better, etc.)

15. What is an acceptable form of proof of payment?

Payment documents (i.e. receipt, bank statements) that itemize the purchased items, the amount of the items, and the amount paid.

16. When do I need to submit all of the final applicable supporting documents?

No later than 60 calendar days after the class ends. For attorneys who are requesting reimbursement for books only, no later than 60 calendar days after the book is purchased.

17. What happens if I do not submit all of the required information on time?

Your application will not be approved, and you will not receive your reimbursement.



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18. How long does it take to get my reimbursement after I submit all supporting documents?

Once HR Staff Development approves your application, allow up to four weeks for the Auditor's Office to mail your check.

19. Under what circumstances would the County deny my application?

1. Application and/or required supporting documents were not submitted on time
2. Employee has already received maximum allowable amount for the semester/fiscal year
3. Employee is on a Leave of Absence
4. Employee received an "Unsatisfactory" rating in the last performance evaluation
5. The County's Educational Reimbursement Fund has been depleted for the fiscal year
6. The class and other materials are not eligible for reimbursement.

20. Who should I contact if I have additional questions?

1. We encourage you to go online first. All information is available on the HR-Staff Development webpage (i.e., application, checklist, instructions, brochure)
2. You can also check with the person who handles educational reimbursements in your department
3. You may also contact Alicia Benitez at abenitez@sjgov.org or (209) 468-3372.