



SJC Educational Reimbursement Program Employee Checklist

Please print, check off and keep as you proceed through the process

Application:

- Fill out application completely
- Forward to your Department Appointing Authority or Designee for approval and signature

Required Documentation (to be included with application):

For degree programs (AA, BA/BS, Masters, etc.)

- Degree program requirements outline
- Class schedule (*must show dates of when class begins and ends*)
- Fee schedule (*must be current*)
- Syllabus, listing the required book if requesting for reimbursement of required books for the class

For individual courses (stand-alone courses, certificate programs, license renewal)

- Course title and description
- Class schedule (*must show dates of when class begins and ends*)
- Fee schedule (*must be current*)

Submission:

- Send application and all required supporting documents (above) to Human Resources-Staff Development no later than **10 business days** after the first official day of class.

After Submission of Application:

- Employee will receive notification from HR-Staff Development within 10 business days from the date the application was received.

Notify Staff Development if:

- Employee has not received any notification from HR-Staff Development regarding status of application after 10 business days.
- There are any changes to your application (dropped/added class, name/address change, etc.).

After class ends:

No later than 60 calendar days after the last official day of class

- Write down final deadline date to submit final documents _____
- Submit grades /course completion
- Submit payment verifications

For Attorneys who are requesting reimbursement of books only:

- Submit application and payment verifications **no than 60 calendar days** after the date the book was purchased.

*If you have not received a check or a notification regarding the status of your reimbursement **after** Six (6) weeks of submitting your final documents, please contact Nicole Devencenzi at Human Resources-Staff Development: 468-3372 or via email ndevencenzi@sjgov.org*