

More FAQ's ...

How long does it take to get my reimbursement?

You will be reimbursed only if the course has been completed and **all** required paperwork has been received and accepted by Staff Development on time. Employees will generally receive their reimbursement in the mail 3-4 weeks after the Auditor's Office receives the application.

What type of proof of payment is acceptable?

A copy of all payment receipts including registration and fees. (Receipt must clearly identify the purchased items and the amount paid for each purchased item.)

Remember these tips:

- Prior to submitting your application, read the following helpful resources: 1) instructions for completing and submitting education reimbursement application; 2) education reimbursement program checklist; and 3) education reimbursement frequently asked questions.
- Obtain Appointing Authority's/Designee's signature before submitting application.
- Know the established deadlines.
- Inform Staff Development immediately of any changes to your application.

San Joaquin County Human Resource Division strongly encourages employees to take advantage of this great opportunity. Higher learning broadens your knowledge and skills and can help you in your chosen career path.

With the San Joaquin County Educational Reimbursement Program your goals are within reach!

Visit Us on the Web!

www.sjgov.org/hr/

www.sjcengage.com



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San Joaquin County
Human Resources Division

San Joaquin County
Human Resources

Educational
Reimbursement
Program



**The More You
Know!**

Tel: (209) 468-3372

FAQ's about San Joaquin County's Educational Reimbursement Program



What is educational reimbursement?

Educational reimbursement is a program designed to provide monetary assistance for County employees who are seeking to enhance and broaden their knowledge and skills for professional development and personal growth in their related career field.

What are the benefits of the program?

- Monetary Assistance
- Attainment of Educational Goals
- Investment in County Staff
- A Competent and Educated Workforce
- Organizational Growth and Development
- Supports Exceptional Public Service

Who is eligible?

Employees whose MOU (Memorandum of Understanding) provides this incentive are eligible to apply for the program. However, employees who are on Leave of Absence or received an unsatisfactory rating in their last performance evaluation are not eligible.

How do I apply?

1. **Submit application to San Joaquin County Human Resources Division:**
44 N. San Joaquin St., Suite 330
Stockton, CA 95202
2. Signatures must be obtained from either the department head or his/her designee prior to submission of application to Staff Development
3. Applications and all supporting documents must be received by **Human Resources-Staff Development** no later than **ten (10) business days after the class/training begins.**

Note: Late applications will not be accepted.

What expenses are covered?

Tuition, registration fees, and books are reimbursable. School supplies, paper, pens, binders, parking fees, flight and hotel costs are **not reimbursable** expenses under the program.

Am I eligible if I receive financial aid or have a student loan?

Employees receiving financial aid that does not require repayment **will not qualify for educational reimbursement.** However, employees receiving a student loan are eligible to receive educational reimbursement upon verification of loan.

How much money will I receive?

Reimbursement amounts depend on the following:

- 1) Which bargaining unit the employee belongs to and;
- 2) What type of continuing education the employee is seeking.

Most MOUs allow eligible employees who are enrolled in an approved degree program up to a maximum of **\$800 per semester**, with a maximum of **\$1600 per fiscal year.**

For employees who are taking a career-related course but are not enrolled in an approved degree program, the maximum allowable amount is **\$850 per fiscal year.**

Important: To get specifics on how much you are allowed to receive under the County's Educational Reimbursement Program, please refer to your MOU.

Higher learning is available to you

San Joaquin County
Human Resources Division