

RESOLUTION NO. 476

ESTABLISHING EDUCATION BENEFITS FOR COUNTY EMPLOYEES,
AMENDING RESOLUTION NO. 108

WHEREAS, Yavapai County recognizes the need for continued education for its employees, for personal development, increase productivity and competency;

WHEREAS, the further education for Yavapai County employees is in the public interest;

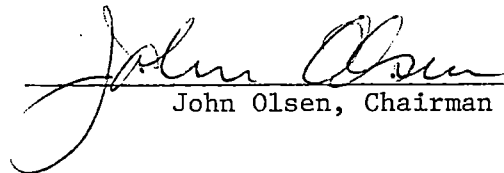
BE IT THEREFORE RESOLVED, the County may share with the employee certain costs if the employee meets the conditions of eligibility and follows set procedures.

- a. To be eligible an employee must have on record no less than six (6) months of continuous County service and be a permanent, full time employee.
- b. An application for educational assistance shall be filed with the Personnel Department prior to registration for the course. Applications must first be approved by the Department Head and then the Board of Supervisors.
- c. The course of study must be certified by the Department Head as directly related to the employee's work assignment.
- d. County contribution is limited to 50 percent of the cost of fees, tuition, and books.
- e. Successful completion of the course of study must be made before the County will reimburse the employee.
- f. To apply for reimbursement, the employee must submit to the Personnel Department all paid receipts together with proof of a grade equivalent to a "C" average or above. Employees will not be reimbursed if grades are below a "C".
- g. The hours during which the course of study is taken may not conflict with the employee's work schedule.
- h. If an employee terminates employment before completion of the course qualification for reimbursement is lost.
- i. An employee granted educational assistance must be continuously employed by the County for a specified period of time set by the Board of Supervisors after successful completion of the course or must reimburse the County for the total educational cost incurred.

- j. This program applies when education or training is voluntary. If the training or education is mandatory the County will pay full cost.
- k. This program is subject to availability of funds.
- l. This resolution amends and supplements Yavapai County Resolution No. 108.

ADOPTED this 10 day of August, 1981.

YAVAPAI COUNTY BOARD OF SUPERVISORS


John Olsen, Chairman

ATTEST:


Ann-Lawrie Aisa, Clerk