

Board of County Commissioners

Escambia County, Florida

Title: Job-Related Education Assistance Program
Date Adopted: August 20, 2015
Effective Date: August 20, 2015
Reference:
Policy Superseded:

I. Purpose

To establish an Escambia County Board of County Commissioners (BCC) policy to administer a program of job-related education assistance, adhering to the provisions of Florida Statutes Chapter 112.063, Reimbursement of County Employees for Educational Expenses and Internal Revenue Code (IRC) 132, Education as a Working Condition.

II. Scope

This policy applies to regular, full-time employees who have one year of continuous service for the BCC before the start date of training or course work. The Job-Related Education Assistance Program is a benefit for which employees may participate in and is not a condition of employment, right or entitlement. Conflicts which may arise in the application of this policy will be resolved by the County Administrator, or designee.

III. Policy Statement

This policy is to be implemented to encourage its employees to enhance their effectiveness through educational instructional or training, to develop their skills and knowledge, and to improve their ability to carry out their current duties. It provides a tool for managers and employees to support workforce planning and development.

IV. Types of Courses

- A. The education must be related to the job the employee is currently performing.
- B. The education must either maintain or improve job skills in the employees' current position.
- C. The education must be expressly required by the BCC or by law.
- D. The education must not be needed to meet the minimum educational requirements of the employee's current job.
- E. The education must not qualify the employee for a new trade or business.

V. Course Payment Guidelines

- A. The BCC reserves the right to place limitations on or temporarily suspend this program based on any factors which adversely affects the availability of funds. A suspension of funding will

not stop payment for courses or training already approved for reimbursement.

B. The BCC will generally pay for these courses at time of registration.

VI. Covered Expenses

A. The BCC will pay for tuition, books, supplies, equipment, meals, lodging and transportation. The employee may not, however, keep the tools or supplies that employee was required to have for the course or training.

B. Payment of membership in professional organizations is included.

D. Certificate programs and credentials.

E. Training or courses offered by an accredited institution, including e-learning required for the employee's current position.

F. The BCC will provide 100% reimbursement for tuition and mandatory fee expenses to employees obtaining a high school diploma, a General Education Diploma (GED) or equivalent upon successful completion.

G. The BCC is not intending to fund all college degree programs, but rather those courses, which directly benefit the County and to the extent permitted by this policy.

VII. Employee Responsibilities

A. The employee must obtain all approvals prior to start of the training or course.