



Adoption of New Rule

599.823. Reimbursement for ~~Out-Service~~ Training Expenses.

(a) An employee may be reimbursed for tuition or other necessary expenses ~~only~~ if a formal training request has been approved by the appointing power prior to enrollment.

(b) In assigning individuals to attend ~~out-service~~ training, the appointing power shall establish policies regarding reimbursement for training expenses. Such policies must provide for the following:

(1) When participation is identified by the appointing power as job-required, full reimbursement shall be provided for tuition ~~of~~ and other necessary expenses, including the allocation of time with pay, ~~and the adjustment of work hours.~~

(2) When participation is identified by the appointing power as job-related, full reimbursement may be provided for tuition ~~of~~ and other necessary expenses, including the allocation of time with pay, ~~and the adjustment of work hours.~~

(3) When an employee participates in career-related or upward mobility training, with the approval of the appointing power, reimbursement ~~shall~~ may be for tuition, fees, books and supplies ~~[only]~~. ~~[(c)]~~ Reimbursement for travel and per diem shall not be allowed. Reimbursement for ~~career-related or upward mobility~~ such training ~~shall~~ may be made only if ~~the following conditions have been met:~~

~~(1) The training is included in the employee's approved Individual Development Plan.~~

~~(2) The employee has successfully completed all course requirements as specified by the training provider.~~

~~(d) (4) For full-time out-service training of more than 60 days, the employee shall agree in writing to reimburse the State for tuition and other expenses paid by the State if, after completion of the training assignment, the employee does not continue employment in State service for a period of six months or twice the period of training, whichever is greater. Such reimbursement shall be made within two years after separation from State service and shall be for an amount proportionate to the specified period of service not completed.~~

(5) ~~If the provisions of this rule are in conflict with specific training reimbursement provisions contained in a memorandum of understanding, the memorandum of understanding shall be controlling.~~

NOTE: Authority cited: Sections 19815.4(d) and 19995.1, Government Code.
Reference: Sections 19404(c), 19995 and 19995.1, Government Code.

