

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VII
PROCEDURE: Employee Development	EFFECTIVE DATE: 7/1/2009
SUBJECT: Tuition Reimbursement	SUPERSEDES DATE: 11/30/83; 12/18/96

POLICY

It is the policy of Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County to encourage academic course work that directly enhances an employee's competence in their present position, to undertake a position for which the employee has been approved for promotion, or to assume a position judged by management to be reasonably attainable by the employee at the Board. For this reason the Board offers a Tuition Reimbursement Program as outlined in the following procedures.

Eligibility for participation in the ADAMHS Board for Montgomery County's Tuition Reimbursement Program will be automatically granted to all full-time permanent employees who have successfully completed their initial probation.

If an employee is laid off while enrolled in a course which has been approved, the employee is entitled to reimbursement (pending the satisfaction of other reimbursement requirements). The employee should follow the procedures listed below to receive the reimbursement.

At the discretion of the Executive Director, reimbursement may be granted when an employee is prevented from completing a course due to sickness, accident, disability, or death, Board initiated actions such as change in working hours or assignment, or call into military service.

If an employee leaves employment with the ADAMHS Board for Montgomery County, either voluntarily or discharged for cause, while enrolled in an approved course, that employee forfeits reimbursement.

If an employee voluntarily terminates his/her employment with ADAMHS Board for Montgomery County within one year (12 months) of the completion date of his/her last class, he/she will pay back 100% of the reimbursement received during that year.

Employees will be reimbursed at 100% for courses taken. The maximum reimbursement will be **\$2,400.00** per employee per calendar year, and is subject to tax laws as required. Courses reimbursed are those that either directly apply to their current position or that are a requirement of the job related degree and/or course work that develops an employee's opportunity for advancement within the Board.

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Courses which are graded must receive a passing grade. Passing is considered a "C" or better in undergraduate work, "B" or above for graduate work, and "P" (pass) for pass/fail courses.

Tuition Reimbursement applies to courses that are college credit courses, and are not meant to replace regular Staff Development training obligation (i.e., workshops, seminars, and/or training that provide CEU's)

PROCEDURE

1. Any employee who is eligible and who wishes to receive reimbursement for tuition costs must receive approval from their immediate supervisor and from the Executive Director PRIOR to enrolling in the course.
2. Approval is initiated by the employee completing a "Requisition Form" and forwarding it to their immediate supervisor. The supervisor will approve and submit the application to the Executive Director for approval. Once the Executive Director has approved the requisition, the employee may register for the course (s).
3. After completion of the course, the employee must complete the "Tuition Reimbursement Request Form" and provide all requested information. This form must be submitted within sixty (60) days after course is completed. The employee must attach all information that attests to the completion and passing of the course, plus proof of payment for reimbursement. This form should be submitted to the employee's immediate supervisor for verification and approval, then forwarded to the Executive Director for his/her final approval.

Non-reimbursable items include (but not limited to) the following:

Graduation fees	Fees for tests
Textbooks/workbooks	Parking
Change of course fees	Late fees
Locker fees	Activity fees
I.D. fees	Transcript fees
R.O.T.C. fee/deposit	Cap & gown rental
Mileage	Fee for removal/incomplete
Insurance	Supplies

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VII
PROCEDURE: Employee Development	EFFECTIVE DATE: 11/30/83
SUBJECT: Travel Reimbursement	SUPERSEDES DATE: 10/79

POLICY:

Expenses incurred by employees and/or Board members for authorized activity directly related to Board work shall be full reimbursed by the Board.

PROCEDURE

1. Employees and/or Board members shall submit an Expense Report form, which includes all receipts to their supervisor and/or Board for approval.
2. When it is necessary for an employee to use his/her personal automobile for board business, Board approval mileage rate will be paid to the employee.
3. There is no authority for the reimbursement of expenses incurred by a spouse, relative, or any travelling companion on a Board member, Executive Director, or Board employee. The rate for single occupancy shall be shown on the hotel/motel bill and submitted with the expense voucher for reimbursement, with the difference between single and double occupancy rates being paid by the traveler. Similar action shall be taken to account for expenses for transportation and meals, with separate billing for the traveler and the companion.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VII
PROCEDURE: Employee Development	EFFECTIVE DATE: 12/18/96
SUBJECT: Conference / Workshops	SUPERSEDES DATE: 11/30/83

Policy:

It shall be the policy of the Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County that any employee or Board member of the ADAMHS Board may request authorization for travel for the purpose of accomplishing the tasks assigned to that employee or Board member, or for the purpose of upgrading skills and knowledge.

Administrative leave for an employee may be granted with pay to permit attendance at professional workshops, conferences, and training programs at the discretion of the Executive Director or designee.

Procedure:

1. In County -A Requisition form shall be submitted to the supervisor, Executive Director or Board Chairperson for approval prior to attendance. Included shall be:
 - Name of the conference/workshop
 - Name of the sponsoring agency
 - Location of the conference/workshop
 - Cost/tuition of the conference/workshop
 - Date of the conference/workshop
 - Attach all documentation provided by the sponsoring agency
2. Out-of-County/State - All employees and/or ADAMHS Board members shall submit a Request for Travel form to their supervisor, Executive Director or Board Chairperson for their approval prior to attendance.. Travel requests of the Executive Director and Board members shall be approved by the Chairperson of the Board.

In order to be reimbursed, the employee or Board member must claim expenses by submitting an Expense Reimbursement Request. This form shall have signed appropriate authorization. Receipts, ticket stubs, and other documents substantiating the incurred expenses should be submitted as follows:

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SUBJECT: Conference / Workshops Continued	SUPERSEDES DATE: 11/30/83

Authorization:

1. Location in Montgomery County:
 - ADAMHS Board employees – their immediate supervisor and Executive Director
 - Executive Director – Board Chair
 - ADAMHS Board Members – Board Chair
2. Location outside of Montgomery County but inside Ohio:
 - ADAMHS Board employees-their immediate supervisor and Executive Director
 - Executive Director – Board Chair
 - ADAMHS Board Members – full Board
3. Location outside of Ohio –
 - ADAMHS Board employees – their immediate supervisor and Executive Director
 - Executive Director – Executive Committee
 - ADAMHS Board Members – full Board
4. Location out of Continental United States
 - All positions – require full Board approval.

In order to be reimbursed, the employee or Board member must claim expenses by submitting an Expense Reimbursement Request. This form shall have signed appropriate authorization. Receipts, ticket stubs, and other documents substantiating the incurred expenses shall be submitted as follows.

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<u>EXPENSE</u>	<u>RECEIPT REQUIRED</u>
Any transportation expense by common carrier	\$3.00 and above
Parking or tolls	\$1.00 and above
Lodging	Any amount
Conference registration fees	Any amount

Meals Any amount up to \$45 per day¹

Miscellaneous expenses necessary to Any amount
conduct official business (i.e., storage of baggage.
official telephone calls, rental equipment, etc.)

3. There is no authority for the reimbursement of expenses incurred by a spouse, relative, or any traveling companion of an ADAMHS Board member, executive director or board employee. The rate for single occupancy shall be shown on the hotel/motel bill and submitted with the expense voucher for reimbursement, with the difference between single and double occupancy rates being paid by the traveler. Similar action shall be taken to account for expenses for transportation and means, with separate billing for the traveler and the companion.
4. Employees and Board members attending such meetings shall be reimbursed for all necessary expenses within the budget limitations of the ADAMHS Board.

The Board will reimburse for all meal expenses up to \$45.00 a day (including taxes, tips, hotel service charges, etc.) for which there is a receipt.