

## **SECTION 4 EMPLOYEE TRAINING**

**4.1** Employees will be required to attend training deemed necessary by their supervisor. Supervisors may also approve additional training pertinent to assisting the employee with his or her duties or for further knowledge of work related duties. Employees may also apply for tuition assistance as set forth in this handbook.

**4.2 NEW EMPLOYEE ORIENTATION** Each new employee is required to attend New Employee Orientation as scheduled by the Human Resources Division within thirty (30) days of the hire date. The Human Resources Division shall

explain County Government, policies, benefits, and the employment relationship, and shall distribute benefit enrollment forms. The employee shall receive a copy of the *Human Resources Handbook*, and shall be instructed to review and abide by it. New employees shall complete all necessary forms. Next, the employee shall receive orientation at the hiring department. A representative of the hiring department shall explain the employee's duties, what the employee will be evaluated on, the department's work standards, the department's internal policies, the hours of work, lunch and break schedule, when and whom to report absence from work, methods of recording time worked, and the department's safety rules and procedures. The hiring department shall also provide a tour of the department, show the employee where applicable safety or protective equipment is located and introduce the employee to co-workers.

**4.3 TUITION ASSISTANCE** Tuition assistance is financial assistance for eligible employees from Santa Fe County to take credit courses pursuant to the rules set forth herein. While educational assistance is expected to enhance employees' performance and professional abilities, the County makes no representation herein that gaining additional education will entitle the employee to automatic advancement, a different job assignment, or pay increase. Tuition reimbursement will be taxed according to the taxable fringe benefits policy.

**4.3.1 ELIGIBILITY** Each full-time and part-time classified employee, term employee who has completed the probationary period, and unclassified at-will employee who has maintained satisfactory job performance may receive tuition assistance up to \$5,000.00 per fiscal year to pursue formal education, through credit courses, which is directly applicable to the employee's work at the County but which is not required for the employee to perform his or her job tasks. Education that is required for the employee to perform his or her job tasks is not covered by this Section.

**4.3.2 REIMBURSEMENTS** Reimbursement is limited to tuition and associated fees. Reimbursement will not be made for books, travel, meals or any other expenses related

to the education. The County has the sole discretion to approve or deny or partially approve or deny requests for tuition assistance. If an employee submits an application to attend a course that is offered at another institution for a less expensive rate, the County may approve tuition assistance at the lesser rate. All tuition shall be paid directly to the academic institution by the employee unless otherwise agreed to by the County. All applications must first be submitted to the immediate supervisor, the Division Director, and the Department Director prior to the start date of the class or classes for consideration of approval. If the application has been approved by the immediate supervisor, Division Director, and Department Director, the employee shall submit the application to the Human Resources Division for consideration of approval. If approved reimbursement will be made upon successful completion of the class, so long as a grade of "C" or equivalent is obtained in the course for which reimbursement is sought. In the event that a course is only offered as pass or fail, a grade of pass will be acceptable for reimbursement, whereas a fail grade will not be reimbursed. Any late fees incurred by the employee registering late shall be paid by the employee.

**4.3.3 CHANGES THAT AFFECT TUITION REQUESTS** If an employee changes the class (es) or withdraws from the class (es) after applying for tuition assistance, the employee shall immediately notify the Human Resources Division. If an employee separates from Santa Fe County prior to completing the class (es), the County shall not reimburse the employee for tuition of the class (es). If an employee transfers from one department, division, or office to another while attending the class (es), the Human Resources Director may decide not to reimburse the employee for tuition if the classes (es) are not relevant to the employee's new position. If an employee voluntarily terminates employment within one (1) year of receiving reimbursement pursuant to this section, the employee may be required to reimburse the County for the total value of educational assistance received.