



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
TUITION REIMBURSEMENT	106.05	03/01/2000	1 of 7
APPROVED BY:  Director	SUPERSEDES	ORIGINAL ISSUE DATE 03/01/2000	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish Los Angeles County Department of Mental Health (LACDMH) policy and procedures for providing tuition reimbursement, from available funds, for employee who complete academic courses that meet the objectives of the LACDMH and the County of Los Angeles in accordance with Title 5 of the County Code, Chapter 5.52.
- 1.2 To implement a Departmentwide program for career development which will attract and retain difficult to recruit professionals, including registered psychiatric nurses, clinical psychologists, and Master degree social workers? These disciplines are essential to current and future LACDMH operations.
- 1.3 This tuition reimbursement program will remain in effect during such time that the Department deems the program necessary.

POLICY

- 2.1 It is the goal of LACDMH to:
 - 2.1.1 Provide management with additional tools to increase scientific, technical, professional, and management skills of its employees in order to meet both the present and future needs of the Department.
 - 2.1.2 Equip employees with the knowledge and skills:
 - 2.1.2.1 needed for their present job and to prepare them for near future work assignments;
 - 2.1.2.2 appropriate to the mission of the Department; and
 - 2.1.2.3 appropriate to the employee's own abilities.



SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
TUITION REIMBURSEMENT	106.05	03/01/2000	2 of 7

- 2.1.3 Implement a program for career development which attracts and retains, in County service, persons of superior ability and who are difficult to recruit to County service, including social workers, registered psychiatric nurses, and clinical psychologists.

DEFINITIONS

- 3.1 ACADEMIC CAREER DEVELOPMENT COURSE is a course that directly relates to the Department's mission and also promotes the academic career development of an employee and potential for advancement and which conforms to the Employee's Academic Development Plan (see Attachment 1).
- 3.1.1 The Employee Academic Development Plan includes a statement of:
- 3.1.1.1 the employee's academic goals;
 - 3.1.1.2 how the goals further the Department's mission;
 - 3.1.1.3 life or work experience which meets the mental health needs of Los Angeles County's culturally diverse population.
- 3.1.2 Provide a letter from the University stating that the employee is in good standing;
- 3.1.3 Secure recommendation for approval of tuition reimbursement by immediate supervisor;
- 3.1.4 Submit three of the most recent performance evaluations;
- 3.1.5 Secure recommendation of approval from appropriate Division Chief, Administrative Deputy or Deputy Director;
- 3.1.6 The documents submitted shall be reviewed for consideration by the Training and Cultural Competency Bureau Tuition Reimbursement Application Review Committee.



SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
TUITION REIMBURSEMENT	106.05	03/01/2000	3 of 7

3.2 ACADEMIC INSTITUTIONS QUALIFIED FOR TUITION REIMBURSEMENT CONSIDERATION. The following institutions and specific academic programs are eligible for consideration for tuition reimbursement:

3.2.1 Any one of the Los Angeles County graduate schools of social work accredited by the Council on Social Work Education leading to a Masters degree in Social Work (MSW);

3.2.2 Graduate schools of psychology accredited by the Western Association of Schools and Colleges leading to a Psy.D. or Ph.D. in psychology;

3.2.3 Graduate Schools of Nursing accredited by the Western Association of Schools and Colleges leading to a Masters Degree with a specialty in psychiatric nursing.

3.3 REIMBURSABLE COURSES. Courses eligible for tuition reimbursement consideration include those:

3.3.1 Required by the university to complete the Masters degree in Social Work, Ph.D., Psy.D. in psychology, or the Masters degree in nursing with a specialty in psychiatric nursing;

3.3.2 Offered by one of the accredited institutions identified in Section 3.2 of this policy.

3.4 NUMBER OF EMPLOYEES AVAILABLE FOR REIMBURSEMENT. The Department will consider tuition reimbursement for a limited number of employees for each academic term (quarter or semester). Tuition reimbursement will be considered only for those accredited institutions cited in Section 3.2 of this policy. Available tuition reimbursement positions include:

3.4.1 Social Work (MSW):
Up to ten (10) employees per academic term

3.4.2 Psychology (Ph.D./Psy.D.):
Up to five (5) employees per academic term



SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
TUITION REIMBURSEMENT	106.05	03/01/2000	4 of 7

3.4.3 Nursing (MSN):
Up to five (5) employees per academic term

3.5 ELIGIBLE EMPLOYEES. Because of the limited number of tuition positions available, employees may have to compete for tuition reimbursement. The Department will consider the following list of factors in determining tuition reimbursement to employees who have submitted complete, proper and timely documentation as outlined below.

3.5.1 Written verification by the academic institution that the student is in good standing with the MSW, Ph.D., Psy.D., or R.N. program for which tuition reimbursement is being applied;

3.5.2 Must be a current full-time LACDMH employee;

3.5.3 Current and past three LACDMH performance evaluations;

3.5.4 Ability to meet the mental health needs of Los Angeles County's culturally diverse population as evidenced by life or work experience;

3.5.5 Proficiency in speaking a threshold language(s) of Los Angeles County, including Spanish, Vietnamese, Cantonese, Cambodian, Armenian, Russian, Tagalog, and Korean, as verified by LACDMH Human Resources Bureau;

3.5.6 Length of service as an employee of the County of Los Angeles;

3.5.7 Ineligibility as a veteran for tuition reimbursement by the Federal government and/or the State of California or any other governmental institution, unless these sources are first completely exhausted;

3.5.8 The employee shall take the training on his/her own time, unless the interests of the Department, as determined by the Department head, require otherwise in accordance with the training policy of the Department.



SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
TUITION REIMBURSEMENT	106.05	03/01/2000	5 of 7

REIMBURSEMENT GUIDELINES

- 4.1 When, and if, funds are available, the Department will approve an eligible employee for reimbursable courses when he/she has completed and had approved:
- 4.1.1 the application before taking the course (See Section 5.1);
 - 4.1.2 the claim after taking the course with attached proof of cost (See Section 5.2)
- 4.2 An employee is eligible for reimbursement for a maximum of two courses which together total no more than eight units of credit per semester or quarter;
- 4.3 Reimbursement is for tuition costs only, reimbursement is not allowed for books, supplies, parking or other incidental expenses;
- 4.4 The eligible employee who terminates employment with the County within one year of the date of the completion of the reimbursed course(s) shall return the amount of such reimbursement to the Department. This amount may be deducted from the terminating employee's last salary warrant.

PROCEDURAL GUIDELINES

5.1 APPLICATION PROCESSING

- 5.1.1 The employee must complete the "Application for Tuition Reimbursement" (Attachment 2) and have the application approved by the immediate supervisor, District/Division Chief, and Deputy Director;
- 5.1.2 The employee will then forward the approved application to the Training and Cultural Competency Bureau at least four (4) weeks prior to the beginning of the course;
- 5.1.3 The employee will submit written documentation from the qualified University stating that the student is currently enrolled in the MSW, Ph.D./Psy.D., or MSN program and is in good standing;



SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
TUITION REIMBURSEMENT	106.05	03/01/2000	6 of 7

5.1.4 The Training and Cultural Competency Bureau will verify the availability of funds for tuition reimbursement in the annual budget and notify the District/Division Chief that the application meets criteria for approval or denial;

5.1.5 The District/Division Chief will notify the employee of the approval or denial of the application;

5.1.6 The employee will pay for and attend the course(s).

5.2 CLAIMS PROCESSING

5.2.1 Upon completion of the approved course(s), the employee will submit a signed "Claim for Tuition Reimbursement" (Attachment 3) within twelve (12) weeks of completion of the course(s) to the Training and Cultural Competency Bureau, attaching the following list of required documents:

5.2.1.1 Proof of payment (receipt of tuition payment);

5.2.1.2 Grade report showing a grade of "C" or better or "pass" if a pass/fail course(s).

5.2.2 The Training and Cultural Competency Bureau Division Chief will forward to the Accounting Division the approved "Claim for Tuition Reimbursement" for payment";

5.2.3 The Accounting Division will process the reimbursement claim.

5.2.4 The employee will receive reimbursement within thirty (30) calendar days after the Accounting Division receives a valid claim.

AUTHORITY

Title 5, County Code, Chapter 5.52
Department of Mental Health Policy



**LAC
DMH**
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
TUITION REIMBURSEMENT	106.05	03/01/2000	7 of 7

ATTACHMENTS (HYPERLINKED)

1. [Employee Academic Development Plan](#)
2. [Application for Tuition Reimbursement](#)
3. [Claim for Tuition Reimbursement](#)

Temporarily Suspended as of 7/29/09