

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

January 26, 2006

TO: BOARD OF DIRECTORS
THRU: Larry Rubio, Chief Executive Officer *Larry*
FROM: Laura Murillo, Director of Human Resources *lm*
SUBJECT: Tuition Reimbursement Authorization for Executive Assistant/Clerk of the Board

Summary:

According to the Agency's Human Resource Policies and Procedures, Section 6-4 – Employee Training and Tuition Reimbursement, "...full-time employees may be reimbursed the actual cost of tuition or registration fees upon successful completion of a training course designed to improve the employee's effectiveness in performing his or her assigned duties.

A. Subject to the availability of funds, reimbursement for such training may be authorized as follows:

2) By the Board of Directors

a) when the tuition and/or registration fee per individual is more than \$3,000 per fiscal year..."

In addition, Section 6-4, D, further states, "If the employee terminates within two months after completion of a training course for any reason except death or disability retirement, the training cost...will be deducted from any final payments due the employee."

The Agency's executive assistant/clerk of the Board, Maricela Hernandez, has expressed interest in pursuing a Bachelor of Science Degree in Business Management from the University of Phoenix. The cost for tuition is outside the \$3,000 chief executive officer authority level. The complete two-year program will amount to \$25,960. Therefore, staff is requesting reimbursement approval in the amount of \$11,880 for FY 2006. The balance of \$14,080 will be requested during FY 2007 budget approval phase.

Fiscal Impact:

The fiscal impact on the FY 2006 budget will be \$11,880. There are sufficient funds to cover this amount under the Educational Benefit budget. The fiscal impact on the FY 2007 budget will be

\$14,080. This amount will be included in the FY 2007 budget for approval.

Committee Recommendation:

This item was discussed at the Board Executive Committee meeting of December 15, 2005. The Committee members unanimously approved and recommended this item to the full Board of Directors for their consideration.

Recommendation:

Approve tuition reimbursement in the amount of \$11,880 to executive assistant/clerk of the Board for Bachelor of Science Degree in Business Management.