

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

November 16, 2006

TO: BOARD OF DIRECTORS  
THRU: <sup>Jr</sup> Larry Rubio, Chief Executive Officer  
FROM: <sup>lm</sup> Laura Murillo, Director of Human Resources  
SUBJECT: Approve Tuition Reimbursement Director of Information Technologies for Bachelor of Science Degree in Information Technology

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 or courses towards a degree 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 course(s) may be authorized as follows:*

*2) By the Board of Directors*

*a) when the tuition and/or registration fee is more than the CSUSB Quarterly Tuition Rate for six units or more for four (4) quarters..."*

Currently the CSUSB Quarterly Tuition Rate for six units or more is \$4,146.

In addition, Section 6-4, C, further states, *"If the employee terminates within **six** months after completion of a training course for any reason, except death or disability retirement, monies will be deducted from any final payments due the employee in accordance with the following reimbursement schedule in order to repay to the Agency all or a portion of the training and tuition reimbursements paid to the employee:*

