

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
POLICIES AND PROCEDURES MANUAL**

Subject: Educational and Professional Reimbursement

Number: C 22

Approved: Signature on file

Date: 6/1/2020

POLICY

EPRP is designed to encourage employees to continue their professional development through a variety of opportunities.

To qualify for EPRP, one or more of the following educational criteria must be met:

- Related to the employee's work assignment, position or occupation
- Prepare the employee for transition to an alternate County occupation
- Prepare the employee for advancement to positions of greater responsibility in the County

In addition, items eligible for reimbursement must have reasonable potential for contributing toward achieving County business objectives.

The maximum reimbursement that may be received by eligible employees in one fiscal year shall be:

- \$10,000.00 for units represented by Orange County Employment Association (OCEA), Orange County Managers Association (OCMA), Teamsters, International Union of Operating Engineers (IUOE) and American Federation of State, County, and Municipal Employees (AFSCME).
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Note: Reimbursed amounts exceeding \$5,250 in a calendar year is considered earned income per IRC §127 and per ATRA 2012