

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 4/9/2025

Staff Report No. 25-106

TO: AC Transit Board of Directors
FROM: Kathleen Kelly, Interim General Manager/Chief Executive Officer
SUBJECT: Board Policy 223 Tuition Assistance

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider adoption of Resolution 25-004 approving amendments to Board Policy 223 - Tuition Assistance Policy.

Staff Contact:

James Arcellana, Interim Executive Director of Human Resources

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce

Initiative - Employee Recruitment, Training and Retention

The Tuition Assistance Policy supports the District's strategic goal of a High Performing Workforce by providing employees with monetary reimbursement for ongoing education and career development. The policy offers employees an avenue to obtain new skills and prepares them for promotional opportunities within the District.

BUDGETARY/FISCAL IMPACT:

There is no fiscal impact resulting from amendments to this policy.

BACKGROUND/RATIONALE:

Board Policy 223 (Tuition Assistance) was adopted in 2017 and amended in 2021. Staff reviewed the content of the policy and recommends minor language changes and the following major changes to the policy:

Section II. Persons Affected

The following items have been removed from the Persons Affected section:

Removal of probation period requirement

The reason for removal of this requirement is because the requirement unfairly excludes employees who may have been with the District for some time and have recently promoted or changed positions within the

District. Current District policy and collective bargaining agreements require some employees to serve a probationary period following the effective date of their promotion/change in position. Employees should not be excluded from using tuition assistance due to a promotion or change in position.

Prorated Amounts for Reimbursement

The pro-rated percentages for reimbursement for full and part time employees were removed from this policy and transferred to the associated administrative regulation. It was removed from the policy and placed in administrative regulation because the level of detail for pro-rated percentages is more appropriate in the administrative regulation, as the administrative regulation provides specific information on how the policy is implemented and applied. Additionally, the policy refers to the Administrative Regulation in regard to this subject.

Section II. Definitions

The following definitions were added or removed:

Employees

This definition was added to provide clarity that only employees who are employed directly by the District are eligible for tuition reimbursement, and temporary employees/contract employees are not considered employees and therefore not eligible for tuition reimbursement.

Fiscal Year

This definition was added to clarify the “Fiscal Year” is July 1 - June 30.

Core Business

This definition was added to clarify what type of coursework is eligible for tuition reimbursement.

Verification of Completion

This definition was removed because “Verification of Completion” is not referenced in this policy.

Section IV. Policy

The following section was removed:

Non-Reimbursable Expenses

“Non-Reimbursable Expenses” was removed from this policy because both “Non-Reimbursable Expenses” and “Reimbursable Expenses” are detailed in the Administrative Regulation associated with this policy.

Staff recommends these changes to clarify the policy for employees, with the intent of increasing usage and encouraging career development for employees at the District.

ADVANTAGES/DISADVANTAGES:

Amending this policy clarifies ambiguities and removes details that are more appropriate for the accompanying Administrative Regulation. There are no identified disadvantages to the amendments to this

Board Policy.

ALTERNATIVES ANALYSIS:

Staff considered not amending this policy. This alternative is not recommended as the amended as Human Resources is aiming to encourage all District employees' professional development and internal career growth by clarifying policy language.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Resolution 17-014, Resolution 21-011
Board Policy 223 Tuition Assistance

ATTACHMENTS:

1. Resolution No. 25-004 and Related Exhibit A (Redline Version of Board Policy 223)

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James Arcellana, Interim Executive Director of Human Resources