



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.4.

12/3/2024

Subject:

Approval of Changes to Board Policy 08 (BCC-08) and Board Policy 11 (BCC-11)

Fiscal Impact:

None

Dept/Office:

Human Resources

Requested Action:

It is requested that the Board approve the changes to Board Policy 08 (BCC-08) and Board Policy 11 (BCC-11).

Summary Explanation and Background:

The proposed changes to the Board Policies regarding Education Assistance, Licensing Fee (BCC-08) and Professional Organization reimbursements/payments (BCC-11) are intended to provide clarity and consistency. The primary change in these policies is to provide a specific time period in which requests for these reimbursement/payments can be made, specifically, 90 days from the date of the transaction or the end of the current fiscal year, whichever occurs first. This will prevent requests for reimbursement from being made after an extended period of time and/or in a subsequent fiscal year.

Clerk to the Board Instructions:

Please provide an original copy of the Clerk's Memo and signed Board Policies to the County Manager's Office and copies to the Office of Human Resources.



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

December 4, 2024

M E M O R A N D U M

TO: Frank Abbate, County Manager

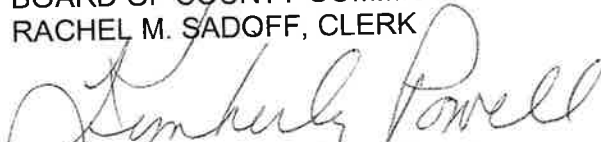
RE: Item F.4., Approval of Changes to Board Policy 08 (BCC-08) and Board Policy 11 (BCC-11)

The Board of County Commissioners, in regular session on December 3, 2024, approved changes to BCC-08 and BCC-11, to provide clarity and consistency. Enclosed is the fully-executed Board Policies.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

Encls. (2)

cc: Human Resources



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-08
Cancels: ~~03/31/2015~~ 08/14/2018
Approved: 08/14/2018
Originator: Human Resources
Review: 08/14/2024

TITLE: Education Asst. Program & Licensing Fee Reimbursement Program

I. OBJECTIVE

For The purpose of improving the level of service rendered to the public and to encourage continued education of its personnel, the Brevard County Board of County Commissioners hereby establishes a tuition reimbursement program and a licensing fee reimbursement/payment program.

II. DEFINITIONS & REFERENCES

- A. Brevard County Ordinance NO. 09-29, dated October 20, 2009
- B. Chapter 82, Brevard County Code – Personnel, Section 82-2 – Purpose and Intent
- C. Form BCC-208a, Application for Reimbursement of Education Expense
- D. Form BCC-208b, Licensing Fee Reimbursement /Payment Application
- E. F.S. Section 112.063

III. DIRECTIVES

The Human Resources Director is authorized to approve, subject to arbitration by the County Manager, tuition reimbursement and licensing fee reimbursement/payment requests under the following eligibility guidelines:

A. Participant Eligibility

Eligible participants must be full time, permanent employees with a satisfactory job performance record over the past twelve (12) months with Brevard County.

B. Reimbursement Coursework

1. Course work must be directly related to the duties of an employee's current position or must directly enhance the knowledge, skills, and abilities relating to official duties which an employee performs.
2. Educational facilities must be institutions that are accredited and recognized by the U.S.

Department of Education and listed in the Database of Accredited Post-Secondary Institutions and Programs.

C. Availability of Funds

Funding for tuition reimbursement will be achieved through all allocation of a portion of the general fund training budget. If a commitment of all allocated funds occurs prior to the end of the fiscal year, no additional requests shall be approved until additional funds are allocated.

All agencies which are not supported by general fund revenues shall be responsible for providing funding for tuition reimbursement and advising the Human Resources Director whether funds are available as each application is submitted.

D. Reimbursement Schedule

Reimbursement will be made at the completion of the approved course in accordance with the following schedule:

<u>Letter Grade</u>	<u>Percentage Reimbursed</u>
A	100%
B	90%
C	75%
D or below	None
Pass (When used by school	100%
Fail in lieu of a letter grade)	None

E. Tuition reimbursement shall be limited to a maximum of \$5,440.00 per fiscal year. Any tuition reimbursement paid above the limit set forth in Per-IRS Publication 15-B – Employer’s Tax Guide to Fringe Benefits, Education Assistance in excess of \$5,250 in a calendar year will be included as additional income to the recipient.

F. Limitation on Reimbursement

Employees entitled to educational benefits under other programs or legislation (i.e.; G.I. benefits, scholarships, grants, etc.) shall not be approved for tuition reimbursement until such benefits have been expended.

Employees receiving assistance from another source separate and apart from the County will be reimbursed only in proportion to the total amount of tuition paid by the employee and not reimbursed from another source. No employee will receive tuition reimbursement greater than actual expenditures paid by the employee.

Reimbursement shall be made for tuition and student lab fee costs only, and shall not include student activity fees, books, materials, travel, packing fees or any other expenses.

Reimbursement will not be made unless the receipt for tuition payment and final grades are submitted no later than ninety (90) days following completion of the course(s) for which reimbursement is being requested.

G. Service Obligation

Employees receiving tuition reimbursement must agree to remain in the employ of the County for at least three (3) years following course completion. Employees who separate from employment for any reason other than disability or reduction in force, within the three (3) year period shall reimburse the County for tuition benefits applicable to courses completed during the affected period. Reimbursement shall be in an amount proportionate to the three (3) year period of employment not completed, rounded to the nearest month.

H. Reimbursement/Payable Licensing Fees

To be eligible for licensing fee reimbursement/payment, the following guidelines must be met:

1. The license requirement must be a prerequisite by the State of Florida for an employee to maintain his/her professional, skilled craft, or technical status to perform his/her job duties and responsibilities.
2. Employees receiving licensing fee reimbursement/payment shall reimburse the County on a pro rata basis if he/she leaves County employment or utilized his/her license for an employment or other for-profit purpose other than County employment during the period of time for which the license is applicable.
3. Funding for licensing fee reimbursement/payment shall be provided by the Agency for which the employee works.
4. ~~Employees receiving any stipend or other pay specifically for having the license shall not also be entitled to reimbursement/payment of the licensing fee.~~
4. An eligible licensing fee may be paid directly by the County for employee, provided the employee submits his/her application in sufficient time to allow for approval and processing of payment to the appropriate licensing agency. The County shall not be responsible for any penalty or other fee which may be assessed due to late payment of the licensing fee.
5. Requests for reimbursement must be submitted within 90 days from the date of the transaction or the end of the current fiscal year, whichever occurs first.

IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

Scott Ellis Rachel Sadoff, Clerk

Rita Pritchett Rob Feltner, Chairman

Board of County Commissioners

Brevard County, Florida

As Approved by the Board on



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-08
Cancels: 08/14/2018
Approved: 12/03/2024
Originator: Human Resources
Review: 12/03/2027

TITLE: Education Asst. Program & Licensing Fee Reimbursement Program

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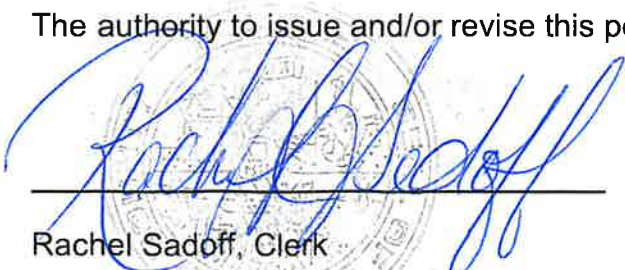
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3. Funding for licensing fee reimbursement/payment shall be provided by the Agency for which the employee works.
4. An eligible licensing fee may be paid directly by the County for employee, provided the employee submits his/her application in sufficient time to allow for approval and processing of payment to the appropriate licensing agency. The County shall not be responsible for any penalty or other fee which may be assessed due to late payment of the licensing fee.
5. Requests for reimbursement must be submitted within 90 days from the date of the transaction or the end of the current fiscal year, whichever occurs first.

IV. RESERVATION OF AUTHORITY

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Rachel Sadoff, Clerk



Rob Feltner, Chairman

Board of County Commissioners
Brevard County, Florida

As Approved by the Board on DEC 03 2024



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-11
Cancels: ~~03/04/2011~~ 07/09/2013
Approved: 07/09/2013
Originator: Human Resources
Review: 07/09/2016

TITLE: Payment for Membership in Professional Organizations

I. DIRECTIVES

To specify Board Directive for payment of membership dues in professional organizations.

II. REFERENCES

Section 119.01(3), Florida Statutes – Records made public by public fund use.

III. DIRECTIVES

- A. The Board shall expend such funds as deemed necessary for membership in professional organizations.
- B. If public funds are expended by an agency in payment of dues or membership contributions for any person, corporation, foundation, trust, association, group, or other organization, all the financial, business, and membership records of that person, corporation, foundation, trust, association, group, or other organization which pertain to the public agency are public records and subject to the provisions of Florida Statute § 119.07.
- C. Only memberships where justification is based on derived benefits to the County will be authorized. Employees requesting reimbursement must submit written justification approved by their appointing authority.
- D. Requests for membership shall be authorized by an employee's appointing authority and included in the proposed fiscal budget for Board consideration.
- D.E. Requests for reimbursement must be submitted within 90 days from the date of the transaction or by the end of the current fiscal year, whichever occurs first.

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~~Scott Ellis~~ Rachel Sadoff, Clerk

~~Andy Anderson~~ Rob Feltner, Chairman

Board of County Commissioners
Brevard County, Florida

As Approved by the Board on



BOARD OF COUNTY COMMISSIONERS

POLICY

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Cancels: 07/09/2013
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Originator: Human Resources
Review: 12/03/2027

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Rachel Sadoff, Clerk



Rob Feltner, Chairman

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Brevard County, Florida

As Approved by the Board on

DEC 03 2024
