



## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 26, 2012

**Prepared By/Phone Number:** Kris Nilsen, 854-4820

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, County Judge

### AGENDA LANGUAGE:

- a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Refund Program §10.021 in effect for the Spring and Fall 2011 semesters.
- b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

A total of three (3) carry-over requests for Fall 2011 semester and one (1) carry-over request for Spring 2011 semester are listed on the attached spreadsheet.

The Tuition Refund Program is an employee benefit approved by the Commissioners Court. The Human Resources Management Department has confirmed that employees listed have met the established criteria for reimbursement. Each employee's file consists of:

- the tuition refund request form
- a course description
- fee receipt
- official grade

### STAFF RECOMMENDATIONS:

HRMD recommends approval.

### ISSUES AND OPPORTUNITIES:

NA

### FISCAL IMPACT AND SOURCE OF FUNDING:

A total of \$42,440.00 was budgeted in line item 001-1130-522-6402 for Fiscal Year 2012 Tuition Reimbursement. The total reimbursement amount requested for your approval is \$1,200.

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

## **REQUIRED AUTHORIZATIONS:**

Kim Austin-Smith, Human Resources Management Department, 854-4707

Diane Poirot, Human Resources Management Department, 854-9170

Leslie Browder, Planning and Budget Office, 854-9106

County Auditor's Office 854-9125

County Treasurer's Office 854-9365

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FA 2011 Req Carry-overs

Semester Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	Amt to Refund
	Carry-overs							
FA-082	Botello	Maria C.	Pretrial Services	Pretrial Officer II	78733	Statistics for Criminal Justice	Management Principles in CJ	300.00
SP-083	Espinoza	Gilbert	TCSO	Corrections Ofcr, Sr	NEW	Texas Peace Officer Skills	Texas Peace Officer Law	300.00
FA-084	Moore	Camett	Juvenile Probation	Health Services Supervisor	NEW	Professional Nursing Practice		300.00
FA-085	Terranova	Victoria	Pretrial Services	Pretrial Officer II	77040	Statistics for Criminal Justice	Advanced Crime Theory	300.00
							<b>Amount to Pay</b>	<b>\$1,200.00</b>