



Travis County Commissioners Court Agenda Request

Meeting Date: July 8, 2014

Prepared By/Phone Number: Kristine Nilsen, 854-4820

Elected/Appointed Official/Dept. Head: Leroy Nellis, 854-9106

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

AGENDA LANGUAGE:

a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Reimbursement Program §10.020 – §10.022.

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 seven (7) requests from the Fall 2013 semester, and a total of two (2) carry-overs from the Summer 2013 semester are listed on the attached spreadsheet.

The Tuition Reimbursement 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 reimbursement request form
- a course description
- fee receipt
- official grade

STAFF RECOMMENDATIONS:

HRMD recommends approval.

ISSUES AND OPPORTUNITIES:

NA

FISCAL IMPACT AND SOURCE OF FUNDING:

The total reimbursement amount requested for your approval is \$6,082.66. Sufficient funds have been accrued in account 111 003 0001 513070 for tuition reimbursements for these classes taken in the 2013 Fall and Summer semesters. The remaining balance in this account for reimbursements is \$26,385.71.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, agenda@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

Debbie Maynor, Human Resources Management Department, 854-9170

Leroy Nellis, Planning and Budget Office, 854-9106

County Auditor's Office 854-9125

County Treasurer's Office 854-9365

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Sem Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	3rd Course	Amount to Refund
FA13-061	Brown	Brittany	TCSO	Prisoner Transport	10002925	Tx Peace Officer Skills			\$ 266.40
FA13-062	Burkhart	Brent	TCSO	FTO Corrections Ofcr	10003330	Business Communication	International Business		\$ 1,000.00
FA13-063	Hollyfield	Tyson	TNR	Road Maint. Worker	10003107	Mathematics for Teachers			\$ 199.20
FA13-064	Hurt	Timothy	TCSO	Senior Corrections Officer	10003227	Reading in Criminal Justice			\$ 425.06
FA13-065	Jackson	Edwardo	TCSO	Sergeant	10001949	Physical Anthropology	Intro to Emergency Meangement		\$ 1,000.00
FA13-066	McCleary	Jennifer	DA	Legal Secretary	10005606	Intro to Paralegalism			\$ 192.00
FA13-067	Marion	Herbert E	Juvenile Prob	RTO III	10002422	Intro to the Arts	Contemp. Social Problems		\$ 1,000.00
Carry-overs									
SU13-062	Jackson	Juanita	HHS	Executive Assistant	10003542	Management Communication w/Tech	Organizational Behavior		\$ 1,000.00
SU13-063	Nunez	Monica	Adult Probation	APO II	10002005	Law Office Management	Paralegal Internship		\$ 1,000.00
							Amount to Pay		\$6,082.66