



St. Johns County Administrative Code
Section: Human Resources

Title:	406 Training and Continuing Education	Issued: April 1992
Reference:		Revised: August 2007 January 2023

406.1 Purpose

Employee development is essential in attracting and retaining a knowledgeable and skilled workforce and supports the overall quality of services rendered to the public. Continuous investment in training and education is essential for improving the performance of the St. Johns County workforce and enhancing the services provided by the County Government.

406.2 Scope

The Human Resources Department is responsible for providing opportunities for training and education to all County employees and supporting the achievement of organizational goals by providing assistance to Department Directors in developing and conducting training to meet the specific needs of their departments. All on-the-job training shall be conducted during normal business hours and department supervisors shall be responsible for coordinating and documenting the training. Newly-hired employees shall participate in an orientation program and other continuing education and training opportunities. Leadership development programs shall be an inherent element of supervisory and management development. Compliance training shall be conducted at regular intervals and in accordance with regulations governing such training.

Requests for training shall be reviewed and approved by the employee's immediate supervisor.

406.3 Budget/Funding

Training and continuing education funds managed by the Human Resources Department shall be expended for training which affects the majority of the organization and provides the greatest return on investment. Department specific training (technical) shall be budgeted for and funded by individual departments each fiscal year.

406.4 Tuition Reimbursement

Tuition reimbursement may be provided to County employees who complete degree-seeking educational course work from accredited institutions. Such educational courses must apply to the employee's field of work and directly contribute to the individual's professional development plan.

- Reimbursement for tuition shall not exceed approved amount per employee per fiscal year.
- Reimbursement requests shall be approved on a first come, first serve basis, subject to availability of funds.

Separation from the County

If an employee voluntarily resigns employment or is terminated for misconduct prior to three (3) years after receiving tuition reimbursement, the employee shall refund the County a prorated portion of the reimbursed funds. The refund shall be prorated using a formula of 1/3rd for each full year worked after completion of the course(s). The refund will be due at the time of separation. Any refunds due the County and not paid at the time of separation, shall be deducted from the employee's final pay. In the event there is a balance due after this deduction, the employee will have thirty (30) calendar days to make payment in full to the Human Resources Department to avoid legal action of recovery.