

## TPD: Continuing Education Program

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### Introduction

Laboratory employees may enroll in a continuing education program at a college or university that provides relevant courses in management or courses related to a forensic discipline.

It is recommended that each analyst should obtain at least eight hours of continuing education per year.

NOTE: This is required for analysts who perform DNA related casework.

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### Employee's responsibilities

The employee enrolling in a continuing education program is responsible for

- maintaining current workload responsibilities
  - developing a program schedule in conjunction with the unit supervisor
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### Tuition reimbursement

Sacramento County provides tuition reimbursement for job-related education costs incurred by employees who apply for such reimbursement in accordance with the policies and procedures governing the tuition reimbursement program.

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### Labor agreement

Refer to the appropriate labor agreement to determine the specific rate of reimbursement.

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