

**City of Los Angeles, Personnel Department**  
**EXECUTIVE ADMINISTRATIVE ASSISTANTS UNIT (AFSCME – MOU 37)**  
**TUITION REIMBURSEMENT (TR) REQUEST**

Submit single copy to your Department/Bureau Training Coordinator. Upon departmental approval, this request will be sent to the Personnel Department, Employee Development Section at 700 East Temple Street, Room 380, Mail Stop 391.

Name		Home Address	
Employee ID Number			
Class Title (please circle) Executive Legal Secretary 1 2 Executive Administrative Assistant I II III		Department/Bureau	
School Term Year: _____ <input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Winter <input type="checkbox"/> Summer		College/University	
Department	Course #	Course Title	Units

The requested course(s) is/are part of a degree or certificate program:  Yes  No

\*An Employee Educational Information Sheet, along with an approved list of courses, **must** be attached to this report or have been previously submitted and on file in the Personnel Department Employee Development Section.

The reason for taking these course(s):

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I hereby declare that I am NOT eligible for educational assistance by any governmental agency, including either the Federal Government or the State of California.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Employee's Department**

This Department certifies that the applicant is an active, full-time permanent employee that is presently working as an Executive Administrative Assistant or an Executive Legal Secretary and that the course(s) is/are of direct value to the City; relevant to the employee's duties or City career goals, and provides knowledge and skills not available through City-sponsored training programs.

Dept/Bureau Training Coordinator	Department Head	Date

Personnel Department Action:  Approved  Disapproved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Disapproved

Comments:

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Before you can be reimbursed, submit an official report showing a grade of "C" or higher and a registration fee receipt to your Department Training Coordinator. That coordinator will forward the report to the Personnel Department. Your reimbursement check will be sent to your home address. If you do not enroll or complete this course, please inform your Department Training Coordinator.