

Professional Development Program

4.3.2

PURPOSE

The purpose of the Professional Development Program (PDP) is to encourage eligible employees to maintain professional skills and knowledge and to further professional growth and development by providing funds for eligible educational and professional related expenses.

SCOPE

This Professional Development Program is available to employees represented by the Association of Engineers and Architects (AEA), Units 41, 42, and 43, City Association of Management Personnel (CAMP), Association of Maintenance Supervisory Personnel (AMSP), the Association of Legal Professionals (ALP), and Executive Management and Professional Employees (Unit 99). Temporary employees are not eligible, except for employees in the classification of Management Fellow.

FUNDING/APPROVAL

The PDP is intended to supplement Department/Office training and travel funds. Eligible expenses covered by this policy will be non-taxable. Eligible employees may be reimbursed for eligible expenses up to the maximum amount listed below:

Employee Unit	Fiscal Year Maximum
Association of Engineers and Architects (AEA) Units 41, 42, and 43	\$1,500
City Association of Management Personnel (CAMP)	\$1,000
Association of Maintenance Supervisory Personnel (AMSP)	\$1,000
Association of Legal Professionals (ALP)	\$1,000
Executive Management and Professional Employees (Unit 99)	\$1,000

Any request for PDP reimbursement must be reviewed by the employee's supervisor and Department Director in advance to receive preliminary approval, and such preliminary approval may only be given for eligible expenses pursuant to the terms and requirements described herein. Prior to reimbursement being made to the employee, all PDP reimbursement requests are subject to review by the Finance Department and/or the City Manager's Office to ensure that the reimbursement is consistent with the terms and requirements of the Program.

Any amount not used by an employee in one fiscal year may not be carried over to the next fiscal year. **The deadline for submitting a PDP Expense Request Form for any expense of the prior Fiscal Year is the end of the first full pay period of July.**

COURSEWORK, WORKSHOPS, CONFERENCES AND SEMINARS

Eligible courses, workshops, conferences and seminars **must**:

- Relate to and be beneficial for the work of the employee's current City position or occupation
- Satisfy a continuing education requirement of the employee's current City position or occupation **or**
- Prepare the employee for advancement/promotion to positions of greater responsibility in the City that are within the employee's current trade or business.

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For coursework such as at a college or university, reimbursement shall be provided only upon successful completion of the course. Employees must show proof of successful completion with a grade of C or better, pass the course if it is on a pass/fail basis, or obtain a certificate of achievement/completion. (The course may either be offered in a classroom environment or online.)

For workshops, conferences and seminars, employees may be asked to provide documentation/verification of attendance/participation. The following is considered acceptable as verification of attendance/participation at workshops, conferences, and seminars:

1. Certificate of Completion from workshops, conferences, and seminars;
2. Name tag indicating attendance/completion of workshops, conferences, and seminars;
3. Other documentation that shows attendance/completion of workshops, conferences, and seminars;
4. A printed agenda from the actual workshops, conferences, and seminars (not one printed from the workshops, conferences, and seminars website);
5. In the absence of any of the above, the following alternative documentation will be considered acceptable as verification of attendance of the workshops, conferences, and seminars:
 - a. A picture/selfie of the employee at the workshops, conferences, and seminars in front of the workshops, conferences, and seminars sign and/or from a photo booth sponsored by the workshops, conferences and seminars;
 - b. A copy of a survey handed out at the actual workshops, conferences, and seminars sessions;
 - c. A packet/binder provided to the employee at the actual workshops, conferences, and seminars;
6. If none of the above, contact the Finance Department.

The reimbursement shall be charged against the annual maximum in the fiscal year in which the employee attended the workshop, conference or seminar or the fiscal year in which the course is completed.

Attendance will be on the employee's own time (or approved vacation/executive leave). Attendance at seminars, conferences and workshops may be approved by the employee's supervisor and Department Director to be on City time, however, such approval may only be provided if the seminar, workshop or conference directly relates to the employee's current job.

Eligible Expenses

- **Tuition/Registration Fees for Courses (College and Non-College Accredited Courses)**

- **Required Textbooks**

Textbooks must be those required for an approved course that the employee is taking under this Program.

- **Registration/Attendance Fees for Workshops, Conferences, and Seminars**

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• **Travel Expenses**

PDP funds are primarily intended to pay for direct costs of education provided locally. However, in instances in which a workshop, conference or seminar requires overnight travel **within California**, a request for payment of travel expenses using PDP funds may be made using a Travel Request Form that must be submitted along with the PDP Expense Request Form. Travel expenses must comply with the City’s Travel Policy and shall not exceed the established per diem costs. Payment of travel expenses ineligible for PDP funding, including Out of State travel, may be requested under normal travel request procedures pursuant to the City’s Travel Policy using available Departmental travel funds. Travel outside of California using PDP funds may be approved in very limited circumstances with approval of the City Manager or applicable Appointing Authority. Such request must be accompanied by a memo detailing the rationale for Out of State travel.

Inclusion of travel expenses using PDP funds will be periodically reviewed to ensure that the PDP funds are used in an appropriate and cost-effective manner. Accordingly, the use of PDP funds for travel expenses may be modified or terminated.

- For employees in Unit 99 and represented by ALP in the City Attorney’s Office, allowable expenses include events sanctioned or sponsored by the bar associations (national, state or county) as approved by the City Attorney.

Ineligible Expenses

- Educational expenditures which enable the employee to meet the minimum educational requirements for employment by the City, or another trade or business.
- Educational expenses that qualify the employee for another trade or business. A change of duties of an employee is not a new trade or business, if the new duties involve the same general type of work.

MEMBERSHIP DUES AND PROFESSIONAL LICENSES

<u>Employee Unit</u>	<u>Eligible Expenses</u>	<u>Ineligible Expenses</u>
Association of Engineers and Architects (AEA) Units 41, 42, and 43	Membership dues in professional associations and dues/fees for professional licenses may be approved to be paid with PDP funds if beneficial and/or required for the employee’s current position with the City. Costs and fees for professional licensing exams administered by the State of California, Department of Consumer Affairs, Board of Professional Engineers, Land Surveyors, and Geologists, or the State of California Architects Board, may be reimbursed with PDP funds. Employees may be reimbursed for successful as well as failed exam attempts (one per fiscal year) up to the maximum funding amounts allowed per fiscal year.	Subsequent failed attempts of the above referenced licensing exams within the same fiscal year are not eligible for reimbursement with PDP funds.
City Association of Management Personnel (CAMP)	Membership dues in professional associations and dues/fees for professional licenses may be approved to be paid with PDP funds if beneficial and/or required for the employee’s current position with the City.	Costs and fees incurred to obtain initial admission to a professional State association.

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Association of Maintenance Supervisory Personnel (AMSP)	Membership dues in professional associations and dues/fees for professional licenses may be approved to be paid with PDP funds if beneficial and/or required for the employee's current position with the City.	Costs and fees incurred to obtain initial admission to a professional State association.
Association of Legal Professionals (ALP)	Membership dues in professional associations and dues/fees for professional licenses may be approved to be paid with PDP funds if beneficial and/or required for the employee's current position with the City.	Costs and fees incurred to obtain initial admission to a professional State association (for example, fees incurred to obtain initial admission to the applicable state bar association).
Executive Management and Professional Employees (Unit 99)	Membership dues in professional associations and dues/fees for professional licenses may be approved to be paid with PDP funds if beneficial and/or required for the employee's current position with the City.	Costs and fees incurred to obtain initial admission to a professional State association (for example, fees incurred to obtain initial admission to the applicable state bar association).

PROFESSIONAL MATERIALS (Reimbursement up to an annual maximum of \$500)

A total of \$500 (of the annual maximum) may be reimbursed for professional materials as described below provided that the materials relate to and are beneficial for the work of the employee's current City position or occupation or are required of the employee's current City position or occupation.

Eligible Expenses

- Professional books and professional magazine subscriptions may be approved to be paid if beneficial and/or required for the employee's current position or occupation with the City.
- Professional books to prepare for certifications or licensing may be approved if related to the employee's current position or occupation with the City.
- Other learning materials may be approved to be paid as long as the materials (learning/training software, videos, etc.) are for educational purposes only and relate to the employee's current City position or occupation.

Professional Development Program Expense Reimbursement Request Form

INSTRUCTIONS

- 1. Employees are eligible for reimbursement for eligible expenses as described in the City Policy Manual's Professional Development Program. Reimbursement for eligible Professional Materials is limited to an annual maximum of \$500 (of the annual total.)

Table with 2 columns: Employee Unit, Fiscal Year Maximum. Rows include Association of Engineers and Architects (AEA) Units 41, 42, and 43 (\$1,500), City Association of Management Personnel (CAMP) (\$1,000), Association of Maintenance Supervisory Personnel (AMSP) (\$1,000), Association of Legal Professionals (ALP) (\$1,000), and Executive Management and Professional Employees (Unit 99) (\$1,000).

- 2. The coursework, seminar, conference or workshop must be completed during the fiscal year (July 1 – June 30) in which the reimbursement is requested. Any request for reimbursement of other expenses, such as professional materials, must be submitted in the fiscal year in which the expense was incurred.
3. Complete this form and submit to the supervisor and Department Director for preliminary approval along with registration forms and documentation of eligible expense, including receipts and invoices once completed. Also attach an approved Travel Request Form, if applicable. Submit to Finance-Payroll. Information is required in all applicable fields. A request with insufficient information will not be processed by Finance, and will be returned to the employee for additional information.

GENERAL INFORMATION

Name _____ Employee ID# _____
Department _____ Job Title _____
Phone number _____ Job Code _____
Fiscal Year July 1, _____ to June 30, _____

COURSES, WORKSHOPS, CONFERENCES AND SEMINARS

Title: _____
Description: _____
School/Institution: _____
Start and Completion Dates: _____

Total Tuition/Registration Fees: \$ _____

Required Textbooks (for coursework only)

Title: _____
Description: _____
Course: _____

Total Textbook Cost \$ _____

Travel (for attendance at approved course, workshop, conference, or seminar)

Attached approved Travel Request Form and Statement of Travel Expenses Form, PDP funds may only be used for travel within California and travel expenses must comply with the City's Travel Policy.

Total Travel Expenses: \$ _____

By my signature on this form, I hereby certify that the course, workshop, seminar or conference listed on this form (check one):

- Relates to and is beneficial for the work of my current City position or occupation
- Satisfies a continuing education requirement of my current City position or occupation
- Prepares me for advancement/promotion to positions of greater responsibility in the City, within my current trade or business.

MEMBERSHIP DUES IN PROFESSIONAL ASSOCIATIONS AND PROFESSIONAL LICENSES

Title: _____

Description: _____

Organization: _____

Expiration Date: _____

Total Cost: \$ _____

PROFESSIONAL MATERIALS

Title: _____

Description: _____

Receipt Date: _____

Total Cost: \$ _____ (maximum \$500 per fiscal year)

By my signature on this form, I hereby certify that the professional association, professional license or professional material listed above (check one):

- Relates to and is beneficial for the work of my current City position or occupation
- Is required of my current position with the City

SIGNATURES

TOTAL REQUEST \$ _____

NOTE: Eligible expenses covered by this policy will be non-taxable.

Employee:

I verify that this expenditure meets one of the Professional Development Program allowable expenses as described in the City Policy Manual's Professional Development Program.

Employee Signature: _____ Date: _____

Supervisor/Department Director:

I verify that this expenditure meets one of the Professional Development Program allowable expenses as described in the City Policy Manual's Professional Development Program. Further, for any travel expenses, I verify that the travel expenses meet the requirements of the City's Travel Policy, and the Travel Request Form and the Travel Expense Statements are attached.

Supervisor Signature: _____ Date: _____

Department Director or Designee Signature: _____ Date: _____