

Proposal made by IFPTE Local 21 to the City of San Jose

The provisions contained herein are individual proposals. Language not changed herein will remain unchanged. The Union reserves the right to amend, withdraw, or add to this proposal.

Proposal #22

Submitted on: 04/02/2026 @_____

AEA, AMSP, CAMP

ARTICLE [11.7]: Professional Development Program.

The City will reimburse each full-time employee 100% of eligible expenses incurred, up to \$2,500.00 per fiscal year, pursuant to the terms and conditions of the Professional Development Program for employees represented by IFPTE Local 21 as described in the City Policy Manual's Professional Development Program.

11.7.1 A total of \$1,000.00 (of the \$2,500.00 annual maximum) may be reimbursed for professional materials pursuant to the terms and conditions of the Professional Development Program for employees represented by AEA, IFPTE, Local 21 as described in the City Policy Manual's Professional Development Program, 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.

Scheduled Work Hours per Week	Maximum Reimbursement for Part-Time Benefited Employees	Maximum Reimbursement for Professional Materials
35-39.9 hours per week	\$2,500.00	\$1,000.00
30-34.9 hours per week	\$1,875.00	\$750.00
25-29.9 hours per week	\$1,562.50	\$625.00
20-24.9 hours per week	\$1,250.00	\$500.00
Less than 20 hours per week	\$0.00	\$0.00

11.7.2 The City will reimburse each eligible part-time benefited employee one-hundred percent (100%) of expenses incurred, up to the maximum amounts per fiscal year listed below, pursuant to the terms and conditions of the Professional Development Program for employees represented by AEA, IFPTE, Local 21 as described in the City Policy Manual's Professional Development Program. Scheduled Work Hours per Week Maximum Reimbursement for Part-Time Benefited Employees Maximum Reimbursement for Professional Materials.

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11.7.X - Pre-Approval Process

The pre-approval request will be responded to within five (5) business days by the employee's Department or designee. If the Department or designee fails to respond, the request shall be considered pre-approved.

Upon pre-approval, the City shall process and provide final approval within five (5) business days. If the City does not complete the administrative or Financial processing within five (5) business days, the request will be automatically approved, provided the request otherwise complies with the PDP eligibility requirements.

Requests shall not be unreasonably denied.

11.7.X - Denials

Denials shall not be issued based off eligibility for "early-bird" specials. Denials shall be grievable subject to the MOU's Grievance Article.

11.7.X – TRAVEL

Costs associated with travel outside of California shall be considered eligible for reimbursement under the City's PDP Policy, given the request otherwise complies with the PDP eligibility requirements.

The City shall not limit the number of employees who can attend a conference eligible under the City's PDP Policy.

11.7.X – Reimbursements

Only one of the following will be required for reimbursement: Receipt, bank statement, or invoice. The City shall not require additional documentation beyond those specified in this section.

Employees shall be reimbursed for successful exam attempts as well as failed exam attempts up to the maximum funding amounts allowed per fiscal year.

The City shall provide reimbursements within twenty (20) business days.

11.7.X - Pre-Approval List

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Membership dues in professional associations and dues/fees for professional licenses shall be pre-approved to be paid with PDP funds if beneficial and/or required for the employee's current position with the City, including but not limited to:

Engineering Licensure & Technical Certifications

1. Fundamentals of Engineering (FE) Examination administered by the National Council of Examiners for Engineering and Surveying (NCEES).
2. Professional Engineer (PE) Licensure Examination administered by the National Council of Examiners for Engineering and Surveying (NCEES).
3. Traffic Engineer Licensure Examination administered by the State of California.
4. Professional Land Surveyor Licensure Examination administered by the State of California.
5. California Board for Professional Engineers, Land Surveyors, and Geologists Professional Licensing Examinations.
6. Structural Engineer Licensure Examination administered by the State of California

Architecture & Building Code Certifications

7. Architect Registration Examination (ARE) administered by the National Council of Architectural Registration Boards (NCARB).
8. California Supplemental Examination (CSE) for Architects administered by the California Architects Board.
9. Landscape Architect Registration Examination (LARE) administered by the Council of Landscape Architectural Registration Boards (CLARB).
10. International Code Council (ICC) certifications.
11. Certified Access Specialist (CASP) Certification administered through the International Code Council (ICC).
12. Building plan review and construction/inspection certifications.

Planning & Environmental Certifications

12. American Institute of Certified Planners (AICP) Certification Examination administered by the American Planning Association (APA).
13. Leadership in Energy and Environmental Design (LEED) Green Associate Examination administered by the U.S. Green Building Council (USGBC).

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14. Leadership in Energy and Environmental Design (LEED) Accredited Professional Examination administered by the U.S. Green Building Council (USGBC).

15. CASQA Qualified SWPPP Practitioner (QSP) and Qualified SWPPP Developer (QSD) examinations.

Project & Construction Management Certifications

16. Project Management Professional (PMP) Certification Examination administered by the Project Management Institute (PMI).

17. Certified Associate in Project Management (CAPM) Certification Examination administered by the Project Management Institute (PMI).

18. Construction Management Association of America (CMAA) certifications.

19. Certifications administered by the Design Build Institute of America (DBIA)

Information Technology & Cybersecurity Certifications

19. Information technology, cybersecurity, or cloud computing certification examinations administered by nationally recognized credentialing organizations.

Professional Development Courses & Memberships

20. Courses and membership offered through the Federal Highway Administration's National Highway Institute (NHI).

21. Courses and membership offered through the California Revenue Officers Association (CROA).

22. Travel within the State of California related to a conference in the impacted member's professional field.