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City of Palo Alto/SEIU, Local 521 Negotiations | 2024

CITY PROPOSAL on Professional Development

November 6, 2024

ARTICLE XXV – TUITION REIMBURSEMENT PROFESSIONAL DEVELOPMENT

The City shall fund a Tuition and Student Loan Reimbursement Program for use by employees in the unit. This program will provide reimbursement to eligible SEIU members for successful completion of undergraduate, graduate level courses, collegiate level certification courses or any other pre-approved training related to employment opportunities with the City.

The City will fund up to \$100,000 for each fiscal year of the term of this MOA. The maximum reimbursement will be ~~one~~ two thousand five hundred dollars (~~\$2500~~-\$1,500) total per employee for each fiscal year of this MOA. Monies expended on this program will be subject to appropriate IRS regulations. Requests for reimbursement are on a first come first serve basis and must be submitted within thirty (30) calendar days of the end of the fiscal year to be allocated to the fiscal year.

Sec. 1 Tuition Reimbursement

The Tuition Reimbursement will be provided if the following conditions are met:

- a. Courses, classes or trainings must be pre-approved as job related by the division head or designee prior to the start date. Employees may appeal a denial to the Human Resources Director or designee within 5 working days of receipt of denial, whose decision shall be final.
- b. Eligible expenses include required textbooks, tuition, fees, lab fees and equipment, but will not include parking fees or health fees related to enrollment.
- c. Employees must attain a final grade of “C” or better for both undergraduate and graduate work. Courses providing a “pass/fail” must achieve a “pass” to qualify for reimbursement. Ungraded courses, classes or trainings will be reimbursed based on proof of successful completion.
- d. Requests for reimbursement shall be submitted in accordance with the procedures developed by the City. A request for reimbursement will not be considered submitted until it includes the relevant receipts and proof that the necessary grade or successful completion was earned.
- e. Courses must be taken on the employee’s off duty hours, unless prior approval is received from the employee’s supervisor.

Sec. 2 Student Loan Reimbursement conditions:

- a. Employees must have an active student loan in good standing.


- b. Employees must successfully complete the secondary education with which the student loan was incurred, and must provide proof of successful graduation or completion.



Requests for reimbursement shall be submitted in accordance with the procedures developed by the City. A request for reimbursement will not be considered submitted until it includes proof of payment towards the employee's student loan within the eligible fiscal year

[Move Section XIV.10 here]

Sec. 3 Training Programs.

- a. Employees assigned by the City to attend meetings, workshops, or conventions of their professional or technical associations shall have their dues and reasonable expenses paid by departmental funds and shall be allowed to attend such workshops, meetings, and conventions on paid City time.
- b. City will reimburse for travel, meals and lodging while away from home attending an educational conference that the supervisor authorizes as being job related or which will improve an employee's skills. Per City Policy and Procedure 1-02, the Pre-Travel Authorization Form should indicate expenses that will be paid.

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