2020-2021 MEA Management Training Fund Guidelines

Guidelines are applicable for CCSF requests that are processed through the HRD's online Tuition Reimbursement System (https://sfdhr.org/online-tuition-reimbursement-process**)**

1. Training Reimbursement Fund 2020-2021 Allocation: **$250,000**

2. Of the $250,000 allocated for Training, **$125,000** will be allocated for Equipment Reimbursements for 2020-2021

3. **Training and Equipment requests require pre-approval,** i.e. the request must be approved by MEA **before** the expense has been incurred or the expenditure will not be reimbursed through the MEA Training and Equipment Fund;

    - Login to the DHR Online Tuition Reimbursement System to request pre-approval for your expenses. Enter Company ID "sfgov".
    - If you are a new user, please contact your department representative to get an account.

4. **July 2020 will be a blackout period on equipment and training requests** to allow MEA and the City to close books on FY 2019-2020 – this has been the past practice;

5. **We will notify MEA members as soon as we know the date that HRD's Online Tuition Reimbursement System will begin accepting requests for the 2020-2021 fiscal year.**

6. The last day to submit training requests in the online system is the last business day in June 2021, or the point at which the fund has been exhausted.

7. Starting in September, first time participants in the Equipment Program will be processed. MEA will then process member requests for equipment not previously purchased (e.g. a phone if prior purchase was laptop). Finally, requests for equipment previously purchased and reimbursed through the Program prior to July 1, 2019 will be processed assuming funds are still available. **PLEASE NOTE:** Laptops and Tablets are considered the same type of equipment, i.e. laptop = tablet.

8. The Online Tuition Reimbursement system sends email notifications regarding **ANY** change in the "status" of a request (e.g approvals, rejections, and requests for documentation). Therefore, it is important that all participating employees update their online account with a current email address.

9. Once your request has been approved and the expense had been incurred, please proceed to HRD's webpage for the next steps in the reimbursement process at: https://sfdhr.org/online-tuition-reimbursement-process

10. **Chapter 12X** prohibits City-funded travel to states with anti-LGBTQ or abortion-restrictive laws. Employees cannot use tuition reimbursement for travel expenses to the following states:

States with Abortion-Restrictive laws:	Alabama, Arkansas, Florida, Georgia, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Mississippi, Nebraska, Nevada, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, West Virginia and Wisconsin.
States with Anti-LGBT laws:	Alabama, Iowa, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee and Texas.

Travel expenses include:

- Modes of travel – airfare, bus, train, car rental, taxi, ride-sharing, including parking and tolls, etc.
- Lodging
- Per Diem

The list of states is subject to change. For an updated list of applicable states, please refer to the City Administrator's website at http://sfgsa.org/chapter-12x-anti-lgbt-state-ban-list.

11. Per the MOU, employees may utilize up to $1,000 of the funds available to them for that fiscal year under this article to pay for the cost of reasonable and necessary travel and lodging for approved training. Travel reimbursement rates shall be as specified in the Controller's travel policy memo; however, a $50 per diem allowance may be submitted when traveling on approved training