

FY2021-22 MEA Management Training Funds

The DHR online tuition reimbursement system will open on **Monday, August 2, 2021** for FY 2021-2022 pre-approval requests.

General Reminders:

- For new account requests, please contact your respective department (see link for list of names/contacts <https://sfdhr.org/sites/default/files/documents/Online-Tuition-Reimbursement-Process/Department-Contacts.pdf>).
- The MOU has eligibility requirement "Any employee who regularly works at least twenty (20) hours per week with **a minimum of one (1) year continuous service** in any classification represented by MEA at the time of application is eligible for Management Training Fund reimbursement."
- 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**; contact your department representative with all email updates/changes (refer to above contact sheet link).

There are virtual seminars/courses (<https://www.ims-online.com/programs/>) available through the **Institute for Management Studies** (<https://www.ims-online.com/>); you can use your annual training allocation (pre-approval required) to attend these seminars/courses which are paid directly from the individual's training allocation.

For your reference, and as a reminder, the MEA MOU Management Training Fund language (below excerpt) states:

- **Professional development opportunities are intended to allow employees to improve job performance.** Until such funds are exhausted, an employee may utilize up to a maximum of \$2,000 per fiscal year for tuition, internal or external training programs, professional conferences, executive coaching, and professional licenses, certificates, and association memberships, professional software, and books and subscriptions. Solely at the discretion of the appointing officer or designee, such funds may be supplemented with department funds budgeted for training, subject to the restrictions of applicable law, including Administrative Code Chapter 12X. No reimbursement shall be made for expenses that are eligible for reimbursement under a Federal or State Veterans benefit program or from other public funds.
- Employees may also use **up to \$1,000 of the maximum funds available** to them for the purchase of personal electronic equipment, to the extent that these items would be used in the performance of their City duties. Reimbursement is limited to no more than one device per employee per fiscal year. It is the employee's responsibility to comply with all privacy and security requirements, in accordance with state and federal law, and City and department policies.