2026-2027 MEA MTA Management Training Fund Guidelines

Guidelines are applicable for MTA requests that are processed through the PeopleSoft's SF My Hub (aka SF Employee Portal)

1. Training Reimbursement Fund 2026-2027 Allocation: **$48,000**

2. Of the $48,000 allocated for Training, **$24,000** will be allocated for Equipment Reimbursements for 2026-2027.

3. Professional development opportunities are intended to allow *eligible* 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.

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

    - Login to the PeopleSoft's SF My Hub system to request pre-approval for your expense authorizations https://sfgov.org/sfc/employee-gateway.
    - If you are a new user, please contact your department contact (list at https://sfdhr.org/sites/default/files/documents/Online-Tuition-Reimbursement-Process/Department-Contacts.pdf) to get an account.

5. **July 2026 will be a blackout period on equipment and training requests** to allow MEA and the City to close books on FY 2025-2026 – this has been the past practice.

6. We will notify MEA members as soon as we know the date that PeopleSoft's SF My Hub Tuition Reimbursement System will begin accepting requests for the 2026-2027 fiscal year.

7. The last day to submit training requests in the online system is the last business day in June 2027, or the point at which the fund has been exhausted.

8. Per the MOU, eligible employees may also use up to $1,000 of the maximum funds available to them for the purchase of personal electronic equipment (e.g., cell phone, laptop/tablet), 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.

9. Starting in September, ***first time*** eligible participants in the Equipment Program will be processed. MEA will then process member requests for equipment not previously purchased (e.g. cell phone if prior purchase was laptop). ***Thereafter,*** MEA will process member requests for replacement equipment assuming funds are still available. **PLEASE NOTE:** Laptops and Tablets are considered the same type of equipment, i.e. laptop = tablet.

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

11. Once your request has been approved and the expense had been incurred, please proceed to PeopleSoft’s SF My Hub for the next steps to complete an *Expense Report* in the reimbursement process.

12. Per the MOU, food/beverages are ineligible for reimbursement.

13. 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 but food/beverages are ineligible.