

## Professional Development Program —Association of Maintenance Supervisory Personnel (AMSP) 4.3.5

### PURPOSE

The purpose of the Professional Development Program (PDP) for employees represented by the Association of Maintenance Supervisory Personnel (AMSP) is to encourage eligible employees to maintain professional skills and knowledge and to further professional growth and development by providing funds for eligible educational and professional related expenses.

### SCOPE

This Professional Development Program is available to employees represented by the Association of Maintenance Supervisory Personnel (AMSP). Temporary employees are not eligible.

### FUNDING/APPROVAL

Eligible employees may be reimbursed for up to a maximum of \$1,000 per fiscal year of eligible expenses. The PDP is intended to supplement Department/Office training and travel funds. Eligible expenses covered by this policy will be non-taxable.

Any request for PDP reimbursement must be reviewed by the employee's supervisor and Department Director in advance to receive preliminary approval, and such preliminary approval may only be given for eligible expenses pursuant to the terms and requirements described herein. Prior to reimbursement being made to the employee, all PDP reimbursement requests are subject to review by the Finance Department and/or the City Manager's Office to ensure that the reimbursement is consistent with the terms and requirements of the Program.

Any amount not used by an employee in one fiscal year may not be carried over to the next fiscal year. **The deadline for submitting a PDP Expense Request Form for any expense of the prior Fiscal Year is the end of the first full pay period of July.**

### COURSEWORK, WORKSHOPS, CONFERENCES AND SEMINARS

Eligible courses, workshops, conferences and seminars **must**:

- Relate to and be beneficial for the work of the employee's current City position or occupation
- Satisfy a continuing education requirement of the employee's current City position or occupation **or**
- Prepare the employee for advancement/promotion to positions of greater responsibility in the City that is within the employee's current trade or business.

For coursework such as at a college or university, reimbursement shall be provided only upon successful completion of the course. Employees must show proof of successful completion with a grade of C or better, pass the course if it is on a pass/fail basis, or obtain a certificate of achievement/completion. (The course may either be offered in a classroom environment or online.)

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For workshops, conferences and seminars, employees may be asked to provide documentation/verification of attendance/participation.

The reimbursement shall be charged against the annual maximum in the fiscal year in which the employee attended the workshop, conference or seminar or the fiscal year in which the course is completed.

Attendance will be on the employee's own time (or approved vacation/executive leave). Attendance at seminars, conferences and workshops may be approved by the employee's supervisor and Department Director to be on City time, however, such approval may only be provided if the seminar, workshop or conference directly relates to the employee's current job.

### **Eligible Expenses**

- **Tuition/Registration Fees for Courses (College and Non-College Accredited Courses)**
- **Required Textbooks**  
Textbooks must be those required for an approved course that the employee is taking under this Program.
- **Registration/Attendance Fees for Workshops, Conferences and Seminars**
- **Travel Expenses**

PDP funds are primarily intended to pay for direct costs of education provided locally. However, in instances in which a workshop, conference or seminar requires overnight travel **within California**, a request for payment of travel expenses using PDP funds may be made using a Travel Request Form that must be submitted along with the PDP Expense Request Form. Travel expenses must comply with the City's Travel Policy and shall not exceed the established per diem costs. Payment of travel expenses ineligible for PDP funding, including out of State travel, may be requested under normal travel request procedures pursuant to the City's Travel Policy using available Departmental travel funds. Travel outside of California using PDP funds may be approved in very limited circumstances with approval of the City Manager or applicable Appointing Authority. Such request must be accompanied by a memo detailing the rationale for out of State travel.

Inclusion of travel expenses using PDP funds will be periodically reviewed to ensure that the PDP funds are used in an appropriate and cost-effective manner. Accordingly, the use of PDP funds for travel expenses may be modified or terminated.

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**Ineligible Expenses**

- Educational expenditures which enable the employee to meet the minimum educational requirements for employment by the City, or another trade or business.
- Educational expenses that qualify the employee for another trade or business. A change of duties of an employee is not a new trade or business, if the new duties involve the same general type of work.

**MEMBERSHIP DUES AND PROFESSIONAL LICENSES****Eligible Expenses**

Membership dues in professional associations and dues/fees for professional licenses may be approved to be paid with PDP funds if beneficial and/or required for the employee's current position with the City.

**Ineligible Expenses**

Costs and fees incurred to obtain initial admission to a professional State association.

**PROFESSIONAL MATERIALS (Reimbursement up to an annual maximum of \$500)**

A total of \$500 (of the \$1,000 annual maximum) may be reimbursed for professional materials as described below 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.

**Eligible Expenses**

- Professional books and professional magazine subscriptions may be approved to be paid if beneficial and/or required for the employee's current position or occupation with the City.
- Professional books to prepare for certifications or licensing may be approved if related to the employee's current position or occupation with the City.
- Other learning materials may be approved to be paid as long as the materials (learning/training software, videos, etc.) are for educational purposes only and relate to the employee's current City position or occupation.

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**PROCEDURES**

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| Eligible Employee                           | 1. Complete PDP Request Form and submit to supervisor for preliminary approval. Include proof of payment, such as a copy of a receipt or credit card statement. Also include, if applicable, proof of successful completion of course, workshop, conference or seminar and Travel Request Form. |
| Supervisor/ Department Director or Designee | 2. Review and approve or deny PDP Request Form consistent with the terms and requirements of the Program. If travel expenses are applicable, review and approve the Travel Expense Statement in accordance with the City Travel Policy.   |
| Finance-Payroll/<br>City Manager’s Office   | 3. Verify that proper information is included on the PDP Request Form and that expense meets the terms and requirements of the Program. Verify that expense is for the same fiscal year as the request. Prepare payment.  |

Approved:

/s/ Jennifer Schembri  
Director of Employee Relations

July 17, 2015  
Date

**Professional Development Program Expense Reimbursement Request Form  
Association of Maintenance Supervisory Personnel (AMSP)**

**INSTRUCTIONS**

1. Employees are eligible for reimbursement of up to \$1,000 per fiscal year for eligible expenses as described in the City Policy Manual's Professional Development Program. Reimbursement for eligible Professional Materials is limited to an annual maximum of \$500 (of the \$1,000 annual total).
2. The coursework, seminar, conference or workshop must be completed during the fiscal year (July 1 – June 30) in which the reimbursement is requested. Any request for reimbursement of other expenses, such as professional materials, must be submitted in the fiscal year in which the expense was incurred.
3. Complete this form and submit to the supervisor and Department Director for preliminary approval along with registration forms and documentation of eligible expense, including receipts and invoices. Also attach Travel Request Form, if applicable. Submit to Finance-Payroll. Information is required in all applicable fields. A request with insufficient information will not be processed by Finance, and will be returned to the employee for additional information.

**GENERAL INFORMATION**

Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

Phone number \_\_\_\_\_ Job Code \_\_\_\_\_

Fiscal Year July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

**COURSES, WORKSHOPS, CONFERENCES AND SEMINARS**

Title: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

School/Institution: \_\_\_\_\_

Start and Completion Dates: \_\_\_\_\_

**Total Tuition/Registration Fees: \$** \_\_\_\_\_

**Required Textbooks (for coursework only)**

Title: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Course: \_\_\_\_\_

**Total Textbook Cost \$** \_\_\_\_\_

**Travel (for attendance at approved course, workshop, conference, or seminar)**

Attached approved Travel Request Form and Statement of Travel Expenses Form, PDP funds may only be used for travel within California and travel expenses must comply with the City's Travel Policy.

**Total Travel Expenses: \$** \_\_\_\_\_

By my signature on this form, I hereby certify that the course, workshop, seminar or conference listed on this form (check one):

- Relates to and is beneficial for the work of my current City position or occupation
- Satisfies a continuing education requirement of my current City position or occupation
- Prepares me for advancement/promotion to positions of greater responsibility in the City, within my current trade or business.

**MEMBERSHIP DUES IN PROFESSIONAL ASSOCIATIONS AND PROFESSIONAL LICENSES**

Title: \_\_\_\_\_

Description: \_\_\_\_\_

Organization: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Total Cost: \$** \_\_\_\_\_

**PROFESSIONAL MATERIALS**

Title: \_\_\_\_\_

Description: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

**Total Cost: \$** \_\_\_\_\_ (maximum \$500 per fiscal year)

By my signature on this form, I hereby certify that the professional association, professional license or professional material listed above (check one):

- Relates to and is beneficial for the work of my current City position or occupation
- Is required of my current position with the City

**SIGNATURES**

**TOTAL REQUEST \$** \_\_\_\_\_

NOTE: Eligible expenses covered by this policy will be non-taxable.

**Employee:**

I verify that this expenditure meets one of the Professional Development Program allowable expenses as described in the City Policy Manual's Professional Development Program.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor/Department Director:**

I verify that this expenditure meets one of the Professional Development Program allowable expenses as described in the City Policy Manual's Professional Development Program. Further, for any travel expenses, I verify that the travel expenses meet the requirements of the City's Travel Policy, and the Travel Request Form and the Travel Expense Statements are attached.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_