

# Employee Development Fund Reimbursement Request Form

*For employees represented by IFPTE, Local 21 and UAPD only*

Submit completed form(s) to department appointing officer or authorized designee for approval and certification that reimbursement is within annual fund limit. Approved request forms are to be forwarded to the **Department of Human Resources, Attn: DHR Accounting** accompanied with expense receipts. Requests for tuition reimbursement must be accompanied by evidence of successful completion. See reverse side for limits, restrictions, or other provisions that may apply.

## I. Employee Information

Print Name (*last, first*) \_\_\_\_\_ Social Security No. \_\_\_\_\_ Date of Request \_\_\_\_\_

Home Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_ Daytime telephone \_\_\_\_\_

Department No., Name, and Division \_\_\_\_\_

Job Class No. and Title  
(NOTE: UAPD employees must work 20 hours or more a week.)

## II. Employee Development Information (Check one: IFPTE Local 21 UAPD)

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|--|--|
| <input type="checkbox"/> Course Tuition  | <input type="checkbox"/> Professional conferences                    |
| <input type="checkbox"/> External training programs                                      | <input type="checkbox"/> Professional association memberships        |
| <input type="checkbox"/> Internal/DHR Training & Organization Development (TOD) programs | <input type="checkbox"/> Professional licenses (IFPTE Local 21 only) |

Description of course, program, conference, membership, or license \_\_\_\_\_

Amount to be Reimbursed ( <i>receipts must be attached</i> ) _____	Date(s) of course/seminar ( <i>if applicable</i> ) _____	Duration of membership, license, program ( <i>if applicable</i> ) _____
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Employee's signature _____	Date _____	Supervisor's signature _____	Date _____
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## III. Departmental Approvals

By signature of the appointing officer or authorized designee, certification is made that the employee's reimbursement request is approved and the amount does not exceed the annual fund limit as described in the respective MOU.

\$ \_\_\_\_\_

Employee's Annual Fund Balance

Appointing officer or authorized designee's signature \_\_\_\_\_ Date \_\_\_\_\_

## IV. Department Distribution

- Original with receipts to Department of Human Resources, Attn: Accounting
- Copies to:  Employee
- Departmental Employee Development File

**Excerpt from IFPTE, Local 21, Memorandum of Understanding effective July 1, 2001-June 30, 2003:**

**Employee Development Fund**

“The City shall budget \$250,000 during each year of this agreement for employee training, education and development.

Until such funds are exhausted, and subject to approval by the appointing officer or appropriate designee, an employee may utilize up to a maximum of \$1,000 per fiscal year for tuition, internal or external training programs, professional conferences, professional association memberships and desired licenses relevant to the employee’s current classification. Solely at the discretion of the appointing officer or designee, such funds may be supplemented with department funds budgeted for training.

These funds may not be used for travel, lodging or food. Unused funds shall not carryover beyond the expiration of this MOU.

Employee shall not be required to utilize these funds for Department-mandated training.”

**Excerpt from UAPD Memorandum of Understanding effective July 1, 2001-June 20, 2003:**

**Employee Development**

“The City shall budget Eighty-three Thousand Five Hundred Dollars (\$83,500\*) during each year of this Agreement for employee training, education, and development. Eligibility for Employee Development funds is limited to employees working twenty (20) hours or more per week.

Until such funds are exhausted, and subject to approval by the Appointing Officer or appropriate designee, an employee may utilize up to a maximum of \$500 per fiscal year for tuition, internal or external training programs, professional conferences and professional association membership relevant to the employee’s current classification. Solely at the discretion of the Appointing Officer or designee, such funds may be supplemented with department funds budgeted for training.

These funds may not be used for travel, lodging or food.

\*The amount of the fund covers both Unit 8-CC and Unit 11-AA.”