



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 10-2006

DATE: May 3, 2006

TO: Department Heads
Personnel Officers

FR: Philip A. Ginsburg
Human Resources Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

SUBJECT: **LOCAL 21 EMPLOYEE DEVELOPMENT FUND**

This memo is a reminder to all City Departments about the purpose of the International Federation of Professional and Technical Engineers (IFPTE), Local 21's Employee Development Fund and the individual Department's responsibilities as related to certifications, licenses and registration fees. The relevant sections of the Memorandum of Understanding (MOU) currently read:

IV.A. EMPLOYEE DEVELOPMENT FUND

366. Until such funds are exhausted, and subject to approval by the appointing officer of 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. Any employee who is entitled to reimbursement under the Employee Development Fund during the term of the MOU may apply at any time and will be reimbursed at the time funds become available.

368. Employees shall not be required to utilize these funds for Department-mandated training.

IV.B. RENEWAL FEES FOR CERTIFICATIONS, LICENSES OR REGISTRATIONS

371. When a certificate, license or registration is required by the City or the State as a condition of employment, the City shall reimburse the employee for the amount of the fee for the renewal of such certificate, registration or license.

City Departments should not request an employee to utilize the Employee Development Fund to pay the fees for certifications, licenses or registrations required for employment. These fees are to be paid by each City Department directly.