

## **Joint Labor-Management Committee on Training and Development (JL-MCTD) Training Reimbursement Guidelines**

Article 49 of Memorandum for Understanding (MOU) 36, Article 41 of Memorandum for Understanding (MOU) 63, and Article 40 of Memorandum for Understanding (MOU) 64, of the Los Angeles Professional Managers' Association (LAPMA) established a joint labor-management committee on training and development (JL-MCTD). The JL-MCTD consists of ten members, five appointed by the union and five appointed by the Personnel Department General Manager. The JL-MCTD meets as needed to develop and approve training programs for unit members and set policy on the allocation of training funds. The position of chairperson rotates annually between the union- and City-appointed members.

### Training Reimbursement Guidelines

Under Article 49 (MOU 36), Article 41 (MOU 63), and Article 40 (MOU 64), anyone represented by the bargaining unit currently may be reimbursed up to \$3,000 each fiscal year for training expenses. Training expenses include attendance at professional programs, seminars, workshops, or classes in which learning takes place. Approved expenses may also include fees for certifications, recertifications, or tests and tuition fees. Textbooks and study materials that are associated with a course may also be included. Members may also be reimbursed for travel, hotel, car rental, parking and per diem. Travel-related expenses must adhere to the Controller's Office Travel Policy.

MOU's 36, 63, & 64 funds may not be used to pay for membership dues in professional organizations.

### Staff Review Procedure

1. When a new reimbursement request is received, review the request to ensure it includes the following:
  - the employee's classification is represented by LAPMA;
  - the training program meets these guidelines;
  - the cost of the training does not exceed the employee's \$3,000 fiscal year allotment; and
  - the training brochure is attached and includes cost and registration information.
2. If the request meets the guidelines, and previous reimbursements to the employee during that fiscal year has not already met the \$3,000 limit, the request is approved. If the cost exceeds \$3,000, the employee will only be reimbursed \$3,000. If the employee has already been reimbursed during the fiscal year, he/she will only be reimbursed for the balance remaining of the \$3,000 fiscal year annual limit.
3. An entry is made on the spreadsheet for this transaction, including the employee's name, class, cost, and comments.

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4. Verification of Attendance form is sent to the requesting department's training coordinator. As soon as the employee submits proof of payment (credit card statement, cancelled check, vendor receipt) to Employee Development, a request is made by memo to Fiscal Operations requesting the employee be reimbursed for expenses. Copies of all pending and completed requests are kept should a department or an employee have a question regarding the status of their payment.

#### Training Paid Directly From the Fund

The Institute for Management Studies (IMS) is a worldwide provider of management training for the private and public sector. LAPMA has an annual membership to IMS that allows it to send employees to IMS programs for \$475 per attendee. Employees represented by LAPMA may register for seminars directly with IMS. Members may attend as many seminars per year as they wish, as the fees do not count towards their \$3000 fiscal year limit.

IMS will send an invoice to Employee Development after each seminar. A request for payment memo is written, signed and sent to Fiscal Operations. A quarterly membership dues invoice is also sent by IMS. Fiscal Operations will process the payment after receipt of the invoice and a cover memo from Employee Development.

Additional training may be provided by vendors agreed upon by the Committee.