To All: Deputy City Engineers
Division Managers
Group Managers

Subject: SPECIALIZED TRAINING AND EDUCATION INCENTIVE REIMBURSEMENT PROGRAM (SO02-0115, dated January 30, 2015.)

GENERAL STATEMENT

It is the policy of the Bureau of Engineering (BOE) to support the professional growth of its employees through a variety of methods, including the following:

- Assisting employees eager to pursue a graduate or undergraduate degree or a specialized certificate with payment of tuition, if the field and level of the degree or certificate pursued are in line with the enhancement of their careers.

- Funding their participation in specialized training courses, seminars, and workshops deemed necessary to keep up with developments in their field(s) of specialization.

- Assisting employees in the engineering series with payment for their Professional License Review course.

ELIGIBILITY

Employees must be employees of the BOE at the time of course enrollment/registration and reimbursement. Also, employees must have not given notice of intent to leave the BOE or City service.

Requests for reimbursement will be approved only once for the same course(s).

Tuition
Courses must be taken for credit on the employee’s own time from a recognized trade school, community college, virtual university, or any accredited college listed in the Accredited Institutions of Postsecondary Education Directory, published by the American Council on Education.

Courses must be considered relevant to employee’s duties or career goals. Such courses may be in pursuance of a certificate, baccalaureate, or advanced degree. Courses or a degree that would logically lead to employment outside of the City of Los Angeles will not be eligible for reimbursement.
Employee must not be eligible for any type of educational assistance by either the Federal Government or the State of California or other benefits such as veterans' education benefits, grants, or scholarships.

Specialized Training
If the location of training, seminar, or workshop is beyond a 50-mile radius from either the residence or the regular work place of the employee, it will be considered as business travel. Travel requests are approved through a separate process.

Requests for specialized training or participation in professional seminars or workshops by BOE employees covered by Memorandum of Understanding (MOU) No. 36 will be handled in accordance with provisions of Article 49 of said MOU.

Professional License Review
The license sought must be a State of California license required for appointment to a classification currently in the BOE organizational structure.

LIMITS

Approval of reimbursement will be based on the availability of funds. If requests exceed available funds, priorities will be based on the order in which the requests were received and on the needs and objectives of the BOE.

The BOE will reimburse costs associated with the pre-approved tuition and registration fees such as laboratory fees, student services, facilities, and association fees. Books, materials, supplies, parking, and late registration fees are not included.

<table>
<thead>
<tr>
<th>Program</th>
<th>Calendar Year Maximum Reimbursement*</th>
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<tbody>
<tr>
<td>Undergraduate Tuition Reimbursement</td>
<td>$2,500</td>
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<tr>
<td>Graduate Tuition Reimbursement</td>
<td>$7,000</td>
</tr>
<tr>
<td>Specialized Training/Certificate Reimbursement</td>
<td>$2,500</td>
</tr>
<tr>
<td>Professional License Review Reimbursement</td>
<td>$1,000**</td>
</tr>
</tbody>
</table>

*Education assistance benefits beyond certain limits established by the Internal Revenue Service may be subject to income tax.

**Applies to Review Course completion dates of October 14, 2016 and after only. Review Course completion dates prior to October 14, 2016 will receive a 50 percent reimbursement, up to $1,000.

PROCEDURE

1. Prior to enrollment, employees must complete the Specialized Training & Education Incentive Reimbursement Request Form (located in the BOE Intranet Forms Library).
   - All required documentation noted on the form must be attached.
   - If the total requested reimbursement amount exceeds $400, the Training Agreement form (located in the BOE Intranet Forms Library) must also be completed and attached.
2. With the employee's immediate supervisor and division head's approval, submit all forms and documents to the Training Section prior to the first class session. Requests received after the first class session will be disapproved, regardless of the reason.

3. The Training Section will confirm receipt and approval of the request by email to the employee and his/her immediate supervisor.

4. After completion of the training/course, employees must provide the Training Section with proof of attendance and payment within 30 days after the class ends. The employee's name must be on all proofs submitted. Original or copies are both acceptable.

<table>
<thead>
<tr>
<th>Reimbursement Request</th>
<th>Attendance Proof</th>
<th>Payment Proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate/Graduate Tuition</td>
<td>Transcript with a minimum grade of &quot;C&quot; or its equivalent</td>
<td>Detailed payment receipt of tuition with course code or title</td>
</tr>
<tr>
<td>Specialized Training</td>
<td>Certificate of Attendance</td>
<td>Vendor's invoice payment receipt</td>
</tr>
<tr>
<td>Professional License Review</td>
<td>Certificate of Completion</td>
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</tr>
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</table>

5. The Training Section will verify that satisfactory documentation has been received and confirm approval of the reimbursement by email to the employee.

6. Reimbursement should be received through the regular payroll check within 30 days of approval confirmation.

( RMK )

Attachment

ADM/RMK/BL/gva

Approved By: 

Gary Lee Moore, PE, ENV SP
City Engineer
SPECIALIZED TRAINING & EDUCATION INCENTIVE REIMBURSEMENT REQUEST FORM

Employee Name: ___________________________ Division No. & Name: ___________________________
Employee PaySR ID: ___________________________ Work Order Number: ___________________________
Work Address: _____________________________________________________________
Home Address: _____________________________________________________________
Contact Number: ___________________________________________________________

Select type of reimbursement requested:
☐ Undergraduate Tuition Reimbursement (maximum of $2,500.00 per calendar year)
☐ Graduate Tuition Reimbursement (maximum of $7,000.00 per calendar year)
☐ Specialized Training Reimbursement (maximum of $2,500.00 per calendar year)
☐ Professional License Review Reimbursement (maximum of $1,000.00 per calendar year)

School or Institution Name:

Address (training location):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cost</th>
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Total Requested Reimbursement Amount: ___________________________

Educational or Training Objective: ___________________________________________________
Reason for taking course/s: _________________________________________________________

- Attach the following: (brochures, flyers, pamphlets, website print-out, or agenda are acceptable)
  ✓ School or Institution Information
  ✓ Course Code, Title, and Description
  ✓ Course Location, Cost, and Schedule

- If your total requested reimbursement amount above exceeds $400.00, you must also complete the Training Agreement Form and attach it to this request.
- For tuition reimbursement request only: I hereby declare that I am not eligible for any type of educational assistance by either the Federal Government or the State of California.

Employee Signature: ___________________________ Date: _____________
Supervisor Name: ___________________________ Signature: _____________ Date: _____________
Division Head Name: ___________________________ Signature: _____________ Date: _____________

All reimbursement request forms must be submitted to the Training Section for approval before the class begins. All reimbursement proofs must be submitted to the Training Section within 30 days after the class ends.

To receive reimbursement, the employee must provide the Training Section with proof of attendance and payment. The requesting employee’s name must be on all proofs submitted. Original or copies are both acceptable.

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</table>

Please contact the Training Section if you have other types of proof from the list above. Thank you.
1149 S. Broadway, Room 700, Los Angeles, CA 90015 | M/S 311 | E-mail: Eng.Training@Lacity.org

REV: 10/21/2016