

January 21, 2025

## **EDUCATIONAL BENEFITS**

### **Employee-Directed Professional Development**

The Employer will pay the costs or reimburse amounts of up to \$1000 each year for each Eligible Employee to support job-related professional development and certifications. This amount can be spent on attending professional development training, online classes, conferences registration fees and travel costs, association memberships, subscriptions, and/or seminars selected by the Employee that are related or natural extensions of the Employee's job, field of practice or related career advancement.

Employees must provide thirty (30) days' notice, or as much notice as is possible, of the Employee's desire to attend a training, conference, or seminar. Requests for professional development will be reviewed to ensure that they do not unreasonably interfere with staffing and otherwise comply with the requirements of this Article. If a timely request for time off for professional development is denied because of staffing needs, any remaining funds available under this Article shall roll over to the next year for that Employee. Employees will receive paid time off to allow attendance at approved professional development.

Any expenses paid by the Employer and/or reimbursed to the Employee under this section must meet IRS guidelines to be non-taxable as wages.

"Eligible Employee," for the purposes of this Section, means any Employee working 20 hours or more per week and who has successfully completed their introductory period.

### **Employer-Mandated Professional Development & Licenses**

When attendance is required by the Employer, the Employer will pay the tuition and/or registration fee for conferences, seminars, distance learning and workshops, along with reasonable travel expenses, if travel is required. Time spent in mandatory trainings or classes will count as paid time. For an Employee whose job requires a professional license, certificate or registration, the Employer will pay reasonable costs for continuing education units (CEU's) and related fees that are required by the license, certificate or registration.

### **Educational Assistance**

The Academy supports Employees who wish to continue their education outside of business hours to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the Academy will reimburse up to a maximum of \$5,250 per year incurred by each Eligible Employee for continuing education at an accredited institution and that otherwise meets the requirements of IRS Section 127.

Expenses must be validated by receipts and qualify for reimbursement under the requirements of IRS Section 127. To receive tuition reimbursement, an Employee should follow the procedures listed here:

- The Employee must provide their Manager with information about the course for which they would like to receive reimbursement.

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- The pre-approval section of the tuition reimbursement form should be completed, and all the appropriate signatures obtained prior to enrolling.
- The Employee will maintain the original until they complete the course. The Employee can then enroll in the course.
- After completion of the course, the Employee should provide certification of completion and resubmit the original tuition reimbursement form with the reimbursement section filled out, including appropriate signatures, as well as receipts.
- The People department will then coordinate the reimbursement with the Payroll department.