

**Article 33. Professional Development Fund**

- 33.1 The Unions and the City mutually recognize the benefit of professional development for members of the Unions. To accomplish this:
- 33.2 The City shall fund a Professional Development account in the amount of \$200,000 per fiscal year.
- 33.3 The City will pay costs in advance, either through direct billing or use of a Bureau's Procurement Card. All attempts will be made to avoid out of pocket expenses for employees.
- ~~33.4 Effective July 1, 2023, the City shall increase the Professional Development account to \$225,000 per fiscal year.~~
- ~~33.5 At the end of each fiscal year any unexpended account monies up to \$25,000 shall be carried over and added to the next fiscal year's fund. If, at the end of a fiscal year more than \$25,000 remains in the fund, the entire unexpended account monies shall be returned to the City.~~
- 33.6 ~~Effective July 1, 2023, at~~ At the end of each fiscal year any unexpended monies up to \$40,000 shall be carried over and added to the next fiscal year's fund. If at the end of a fiscal year more than \$40,000 remains in the fund, the entire unexpended monies shall be returned to the City.
- 33.7 Administrative assistance for administering the fund up to \$40,000 of the funds annually may be deducted from the fund to cover those costs provided. In addition, the City will confer with the ~~DCTU~~ Union about measures to reduce these administrative costs and implement measures as agreed.
- 33.8 Monies from this account may be used by an employee for any of the following, provided it pertains to their current position, or is reasonably related to work or services provided by the City:
- 33.8.1 Fees and/or tuition to professional development seminars, classes, workshops, and conferences.
- 33.8.2 Travel, lodging and per-diem will be eligible for use of funds and also paid in advance to the extent possible through methods such as direct bill or a Bureau's P-Card.
- 33.8.3 Books, tapes, videos, and software that may assist employees in their professional development. Items such as these must be turned over to the Bureau upon separation from the City.
- 33.8.4 Licenses, certifications, and professional dues not paid by the employee's bureau.
- 33.8.5 Up to \$40,000 from this fund, per fiscal year, may be utilized to hire consultants or coaches to work one-on-one with employees on career development activities.
- 33.9 The account shall be administered by a four (4) member Professional

~~Development Committee. Two (2) members of the Professional Development Committee shall be appointed by the DCTU and two (2) members by the Director of the Bureau of Human Resources. Two (2) from the Union and two (2) from Management. This committee will approve expenditures and meet at least once (1) yearly to discuss any needed policy issues.~~

- 33.10 The Bureau of Human Resources will establish accounting procedures for the fund in accordance with all applicable Federal, State, and Municipal Laws.
- 33.11 Professional Development Committee decisions shall be made by consensus. The Committee shall establish committee decision-making processes and criteria for approval of Professional Development requests.
- 33.12 Release time to attend professional development seminars, classes, workshops, and conferences shall be subject to approval by the City, which shall not be unreasonably denied when the training is directly related to the employee's City job or is reasonably related to work or services provided by the City. Except for the City funding of this program, Article 33 is not subject to the grievance procedure.
- 33.13 The Professional Development Fund for the Union will be governed by this Article, the Professional Development Committee and any side letter or policy agreed to by the Union and the City. Any other previous agreements including AFSCME 189's participation in the Professional Development Fund Plan Document will be considered terminated.
- ~~33.14 **Professional Development Fund Committee.** Upon ratification of the agreement, the City and the Union will form a committee to review and create recommendations for making changes to the Professional Development Plan document, including opportunities for increased accessibility to the fund with the City paying upfront costs related to instructor led coursework. This committee will be expected to meet and provide a written recommendation to the Chief Human Resources Officer by October 1, 2022. Additional expectations of the committee are as follows:~~
- ~~33.14.1 The workgroup will be comprised of equal members of the City and the DCTU, with each side having six (6) members. Members of the workgroup will determine the frequency and duration of their meetings.~~
- ~~33.14.2 The workgroup will review current practice and applicable legal and tax requirements and put forth a recommendation to switch to a model where the City pays the upfront costs for instructor led courses, versus the practice of the current reimbursement model.~~
- ~~33.14.3 Impacts of required staffing support and technology and the budget implications, including an increase to the administrative assistance fee, to support the process change will be identified as part of the recommendation, and the implications considered and addressed prior to the implementation of the new process.~~
- ~~33.14.4 Any recommendations of the committee will only be effective if City Council adopts them by ordinance. The target date for any recommendations adopted as a result of the committee will be July 1, 2023.~~