



DEPARTMENTAL
GENERAL
ORDER

Rev.
19 May 99

Index as:

B-5

Compensation for Education
Education Compensation
Reimbursement, Educational
Self-Improvement Compensation
Training and Self-Improvement Funds
Tuition Reimbursement

Ref: CALEA
Standard 22.2.9

TRAINING AND SELF-IMPROVEMENT FUNDS

The purpose of this order is to set forth procedures for training course approval, tuition reimbursement, and compensation for academic degrees and Intermediate or Advanced POST Certificates.

I. CONDITIONS FOR TUITION REIMBURSEMENT

- A. Members and employees shall obtain advance approval from the Chief of Police prior to the commencement of each course. Prior approval from the City Manager is also required for unrepresented employees when the course tuition exceeds \$300. Courses which are in progress and not approved in advance shall not be considered for tuition reimbursement.
- B. Courses for which reimbursement is sought must be completed while the individual is still employed by the Department.
- C. Members and unrepresented employees shall request tuition reimbursement only for courses which will:
 - 1. Improve skills used in their current positions; and/or
 - 2. Prepare them for advancement on a career path within the Department or City organization.
- D. Represented civilian employees shall request tuition reimbursement only for job-related courses which will improve their skills used in their current positions.

- E. The member or employee may have either probationary or permanent status.
- F. The courses must be taken during off-duty time.
- G. Members and employees shall be reimbursed for tuition for no more than two courses during any given semester or quarter. Reimbursements for employees are also limited to six courses per calendar year. School application fees, books, materials, and other related supplies are not reimbursable.

II. TUITION FEE REIMBURSEMENT AMOUNTS

- A. Represented civilian employees shall be reimbursed according to amounts specified in the current Memorandum of Understanding between the City of Oakland, United Public Employees Local 790, and Professional and Technical Engineers, Local 21.
- B. Members, except the Chief of Police, shall be reimbursed according to amounts specified in the current Memorandum of Understanding between the City of Oakland and Oakland Police Officers' Association.
- C. Unrepresented employees shall be reimbursed according to amounts specified in City Administrative Instruction No. 552.

III. PROCEDURES FOR OBTAINING TUITION REIMBURSEMENT

- A. Applicant
 - 1. Prior to the commencement of each class, the applicant member or employee shall:
 - a. Obtain one three-part Request for Approval of Training Course form (TF-644) from the Personnel Section.
 - b. Complete the first box of the TF-644 and submit the form through his/her unit commander to the Personnel Section.
 - 2. The applicant shall contact the Personnel Section to determine whether or not each reimbursement request has been approved

before he/she registers for the course. A lead time of 5-7 working days is needed to process request forms.

3. After successfully completing a training course, the member or employee shall for each course:
 - a. Obtain the partially completed form TF-644 from the Personnel Section, complete the fourth box of the form and resubmit it to the Personnel Section. The reimbursement requested shall be consistent with the amounts set forth in the appropriate Memorandum of Understanding or City Administrative Instruction No. 552.
 - b. Provide the Personnel Section with three copies of proof of tuition payment. The evidence may be in the form of a canceled check, a receipt from school, or another satisfactory document.
 - c. Provide the Personnel Section with three copies of proof of satisfactory completion of each course. The evidence may be in the form of a transcript, a certificate of completion, a post card of final grade sent by the school of the applicant, a diploma, or another satisfactory document.

B. Personnel Section

1. The Personnel Section commander shall review each initial request for approval to take a training course.
 - a. The Personnel Section commander's signature on TF-644 form shall constitute certification that:
 - 1) The applicant member or employee has not submitted more than one other request for training course approval concurrent with the most recent request.
 - 2) The applicant civilian employee has not exceeded the reimbursement limit of six courses per calendar year.

- b. If the Personnel Section commander approves the request, the TF-644 form shall be forwarded to the Chief of Police
 2. If the Chief of Police approves the initial request, the Personnel Section shall file the TF-644 form pending completion of the course, except when an unrepresented employee's tuition exceeds \$300. In that case, the Personnel Section shall forward the original and yellow copies of the TF-644 form to the City Manager's Office. Requests approved by the City Manager shall be filed in the Personnel Section until the employee completes the course.
 3. When the member or employee completes the course and submits the necessary documentation, the Personnel Section shall:
 - a. Return all three copies of the TF-644 form to the Chief of Police with proof of tuition payment and course completion attached.
 - b. If the Chief of Police approves the final reimbursement request:
 - 1) File the TF-644 pink copy with proof of tuition payment and course completion attached, in the member's or employee's personnel jacket.
 - 2) Forward the original and yellow copies along with proof of tuition payment and course completion to the Accounting Section.
- C. Office of Chief of Police

After initial and final review by the Chief of Police, all training course request forms and documentation shall be returned to the Personnel Section.

D. Accounting Section Procedures

1. Code the original and yellow copies of the TF-644 form endorsed by the Chief of Police.
2. Retain the yellow copy of TF-644 and forward the original, with proof of payment and course completion attached, to the City Accounting Department.
3. Ensure that personnel receive reimbursement warrants returned by the Accounting Department.

IV. COMPENSATION TO MEMBERS FOR COMPLETING SELF-IMPROVEMENT STUDIES

A. Conditions

1. Members who have completed their probationary period shall be eligible to receive additional compensation for academic degrees or Intermediate or Advanced POST Certificates.
2. A member who has received more than one POST Certificate or college degree shall be entitled to receive compensation only for the highest level of benefits for which he/she qualifies.
3. Members who obtain new or higher level POST Certificates or degrees become eligible for compensation beginning with the first full pay period following submission of verification documents.
4. Members may consult the Training Section for information concerning POST certification requirements.

B. Schedule of Compensation

1. Members of the City Police and Fire Retirement System (P&F) shall receive compensation for completing self-improvement studies in accordance with the following table:

Certificate or Degree	Compensation
Intermediate POST Certificate	1% of regular base salary
Advanced POST Certificate	4% of regular base salary
Associate Degree	1% of regular base salary
Bachelor's Degree	4% of regular base salary
Master's Degree	5% of regular base salary

2. Members of the Public Employees' Retirement system shall receive compensation for the self-improvement studies in accordance with the following table:

Certificate or Degree	Compensation
Intermediate POST Certificate	0.8% of regular base salary
Advanced POST Certificate	3.2% of regular base salary
Associate Degree	0.8% of regular base salary
Bachelor's Degree	3.2% of regular base salary
Master's Degree	4.0% of regular base salary

The reduced percentage rates result from required retirement system contributions for PERS members.

C. Procedures for Obtaining Self-Improvement Compensation

1. Members
 - a. Obtain two copies of the Certificate and Degree Pay application form (TF-597) from the Training Section.
 - b. Complete the two copies and submit them, together with evidence of satisfactory completion of the degree or POST Certificate requirements to the Personnel and Training Division. The evidence may be in the form of a copy of the POST Certificate, diploma or transcript.

2. Personnel and Training Division

- a. The Training Section commander shall review the evidence of completion of the degree or POST Certificate and forward the application to the Personnel and Training Division (P&T) commander with a recommendation for approval or disapproval. The P&T Division Commander shall approve or disapprove the application and shall direct the Training Section commander to inform the applicant regarding the decision.
- b. The Training Section will submit approved original application forms to the Accounting Section for processing.
- c. The Training Section will retain the duplicate copy of the application and forward the evidence of completion of the POST Certificate or degree to the Personnel Section for inclusion in the member's personnel jacket.

3. Accounting Section

The Accounting Section shall ensure that members receive the appropriate level of compensation for completing self-improvement studies in accordance with the schedule set forth in Part IV, B of this order.

By order of

Joseph Samuels, Jr.
Chief of Police

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