FY 2019/2020

TUITION REIMBURSEMENT PROGRAM

To obtain reimbursement for the Tuition Reimbursement Program (outlined in Article IV.A of the Agreement) for an upcoming conference, follow the steps below. (This table is for illustration purposes only and does not modify any language in the Agreement. Nothing in this table can be the basis of a grievance or other dispute, and the process may change during the course of the Agreement in a way that is not reflected here.)

STEP 1 SUBMIT EXPENSE FORM TO MANAGER FOR APPROVAL

Obtain the form for manager approval of the eligible conference expense from https://sfdhr.org/sites/default/files/documents/Online-Tuition-Reimbursement-Process/SEIU-Nurses-Tuition-Reimbursement-Form.pdf and submit to the manager for approval. Approval is subject to scheduling and departmental needs, and only expenses authorized under Article IV.A may be submitted.

This step (manager approval) may be done for an expense in the next fiscal year to be paid from funds for the next fiscal year. However, this step does not guarantee payment—all steps must be completed.

STEP 2 USE THE ONLINE SYSTEM TO SUBMIT PRE-APPROVAL

Option 1 - If the conference is for the current or prior fiscal year complete the online "pre-approval" process starting in August of the current fiscal year by going here: https://sfdhr.org/online-tuitionreimbursement-process

Option 2 - If the conference is in the next fiscal year (starting with the upcoming July through the following June), Wait until August of that fiscal year to submit the on-line "pre-approval" process. Either way, please complete the pre-approval as soon as possible in order to encumber (reserve) the funds. You may not receive reimbursement if funds for the year are exhausted. (Note that the phrase "pre-approval" is a system-based phrase and does not refer to approval before or after a conference occurs or expense is incurred.)

STEP 3 IMPORTANT! SUBMIT EXPENSE REPORT VIA F$P

Reimbursement will be made only after the expense is incurred and proof of satisfactory completion is submitted. Complete these steps by submitting an expense report via F$P.