The SEIU Work Training Program supports SEIU members to pursue education that will lead to promotional opportunities.

**Eligibility:** To be eligible to apply to the Work Training Program, employees must be…
- Full-Time PCS Employees in a classification represented by SEIU1021
- Have at least one year of continuous service in any classification represented by SEIU 1021
- Plan to continue working for the City for at least two years after completion of the course(s)

**Program Overview:**
- The SEIU Work Training Program provides employees the opportunity to attend classes at an approved, accredited educational institution during regular work hours for up to 8 hours/week, with pay
- Approved employees may enroll in classes through this Program for up to two years (4 semesters)

**Program Requirements:**
- Course(s) must be related to a degree, certification, or other minimum qualification of a City job-class the applicant aspires to.
- Selected course(s) must not be offered at any other time, other than during the employee’s regular work hours.
- Participants must enroll in courses for the Winter or Spring quarter/semester, beginning January, 2021.
- Employee is responsible for the cost of tuition and course fees; program funds will be used to reimburse departments for paid release time costs. Employees can apply for support in covering course fees through the City’s tuition reimbursement program; visit [https://sfdhr.org/online-tuition-reimbursement-process](https://sfdhr.org/online-tuition-reimbursement-process) for more information.
- To continue in the program, employee must show successful course completion and passing grades at the end of each semester.

**Application Process:**
- Applications will be accepted on a first come, first serve basis.
- The Application period will be open from September 8th at 8:30am until October 30, 2020 at 5pm.
- To apply, visit [https://sfdhr.org/seiu-work-training-program](https://sfdhr.org/seiu-work-training-program) to find the application; applications will be accepted online only.
- Applications will be reviewed and approved by the employee’s supervisor, Departmental Personnel Officer, and Department of Human Resources.
- Approval will be based on program requirements, availability of funds to cover the cost of employee release time, and operational needs of the employee’s work unit.
- Applicants will be notified by November 6th if they are pre-approved for the program.
- Applicant must submit confirmation of enrollment into an eligible course in order to receive final approval to participate in the program.
- We anticipate strong demand for this program. Applicants not accepted into the program will be placed on the program waitlist.

**Questions?** Contact [DHR-SEIUWorkTrainingProgram@sfgov.org](mailto:DHR-SEIUWorkTrainingProgram@sfgov.org)