

AMENDMENT NO. 1  
TO THE 2019-2022 MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY AND COUNTY OF SAN FRANCISCO  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 1021

The parties hereby agree to amend the Memorandum of Understanding as follows, subject to approval by the San Francisco Board of Supervisors and ratification by the Service Employees International Union Local 1021:

**ARTICLE V – TRAINING**

**E. 20/20 WORK TRAINING PROGRAM**

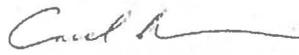
654. Employees under in permanent civil service appointment, ~~upon application,~~ may be assigned approved with pay, ~~not to~~ attend accredited educational institutions for up to exceed twenty (20) eight (8) hours in any one (1) week, to attend classes during regular working hours. Participants in the Work Training Program must attend an accredited in educational institutions approved by the Human Resources Director. Subject to the availability of funds, the following for replacement is required ~~subject to the following:~~
655. 1. Permission to attend classes during regular working hours must be approved by the Appointing Officer and ~~approved by~~ the Human Resources Director or their designees. Approval is subject to the availability of funds for replacement of employees, where replacement is required. Employees approved to participate may enroll in classes through the program for up to two (2) years. At the conclusion of each semester, employees must submit unofficial transcripts to their departmental personnel officer from the approved accredited educational institution to qualify for the next semester. The Appointing Officer and the Human Resources Director or their designees may approve the request subject to availability of funds for replacement where replacement is required. After two (2) years of participation in the program, employees may reapply for the program. Qualified employees who reapply shall be placed at the bottom of the waitlist of qualified applicants. Effective July 1, 2019, the City shall transfer the balance in the Union's tuition reimbursement fund as of June 30, 2019 to the 20/20 program, as a one-time transfer. Effective July 1, 2021, the City shall transfer \$258,143 to the Union's Work Training Program fund; this amount represents the balance remaining on June 30, 2019. Thereafter, the cost to the City under the 20/20 Program of the Work Training Program shall not exceed \$200,000 per fiscal year, except that such expenditures may exceed \$200,000, by debiting the funds transferred July 1, 2019 from tuition reimbursement funds until those sums are exhausted. With the exception of the one-time balance transfer of unused Work Training Program funds on July 1, 2021, unused funds shall not be carried forward from to the next fiscal year to fiscal year.

- 655a. 2. Eligible Employees. Any permanent civil service employee who works at least forty (40) hours per week with a minimum of one (1) year continuous service in any classification represented by the Union immediately prior to receipt of application is eligible for the Work Training Program.**
- 655b. 3. Pre-Approval. Applications shall be accepted on a first come, first serve basis. Application for the program shall be administered by the Department of Human Resources. Courses must be related to a degree, certification or other minimum qualification of a City job class the applicant aspires to. Application to the program requires pre-approval by the Appointing Officer or designee and the Human Resources Director or designee, neither of which shall be unreasonably denied. Such application for the program shall be made prior to enrollment in an accredited educational institution. Should the employee not have access to the technology necessary for an on-line process, departmental human resources staff will facilitate the application process during employee worktime. All applications shall be accepted through an online website. The City shall announce on the DHR website the date online applications are accepted and the deadline date for submission. The City will notify the Union and employees who may be eligible, at least 60 days prior to the application date. Applicants shall be notified if they are approved or rejected from the program within a reasonable period.**
656. ~~24.~~ The class or classes to which the employee would be promoted will be listed by the Department of Human Resources or Human Resources Director and must be in promotive classes where there is a continuing shortage of qualified employees to fill all vacancies. Not later than January ~~July~~ 1, 2020 ~~2021~~, the City and the Union shall meet to discuss potential avenues of career advancement (e.g., Museum Guard to Parking Control Officer, Medical Evaluations Assistant to Registered Nurse), and, if mutually agreed, expand the 20/20 Work Training Program. **In the event that there are qualified applicants from the same classification, citywide seniority will be the determining factor. In the event of applicants with the same citywide seniority date, classification seniority shall be the determining factor.**
657. ~~35.~~ Such assigned time with pay for educational purposes shall only be granted when the class session is during a regular work shift and the employee cannot be reassigned to another work shift.
658. ~~46.~~ Such assigned time for educational purposes shall not be granted if the course is available at a time other than the employee's regular work shift.
659. ~~57.~~ Such assigned time for educational purposes with pay shall not be granted to employees who are eligible for other benefits through the Veterans' Administration, the State Department of Veterans' Affairs or other benefit programs.
660. ~~68.~~ The department head will be responsible for reviewing and checking the attendance of the employee in class during the specified assigned time and the employee on such assigned time must return to work status when school is not in session. **Continued participation in the program shall be subject to successful**

completion of the courses enrolled and attended each semester. Qualified employees must submit proof of course completion at the end of every semester prior to reapplying for continued participation in the program. Qualified employees must receive passing grades on all courses enrolled and attended under the program in order to continue participation in the program.

661. ~~79.~~ Employees granted such time to attend classes, who leave ~~the service by resignation~~ City employment voluntarily, prior to a ~~two-year~~ two (2) year period following completion of the educational course or courses shall be required to repay an amount equivalent to the payroll cost of such assigned time for leave for the Work Training Program ~~subject to withholding from their final payment or retirement contributions an amount equivalent to the payroll cost of such assigned time for educational purposes.~~

FOR THE CITY



9/11/2020

Carol Isen  
Employee Relations Director

FOR THE UNION



Jason Klumb  
Field Director

APPROVED AS TO FORM:

DENNIS J. HERRERA  
City Attorney



9/15/2020

Katharine Hobin Porter  
Chief Labor Attorney