



EAA PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY (PILOT)

PURPOSE:

The Engineers & Architects Association (EAA) supports the career growth and professional development of our members. This pilot program provides a mechanism for members to be reimbursed for eligible educational or professional development expenses.

ELIGIBILITY:

- Applicants must be a current EAA, dues-paying member in good standing for at least 12 months prior to reimbursement request submission.
- Applicants who have received reimbursement under this program in the prior 24 months are not eligible for another reimbursement until a 24-month period has passed from the date of the prior reimbursement check.

ELIGIBLE USE OF FUNDS:

Reimbursement may be requested after attending and successfully completing career relevant seminars, workshops, conferences, courses, or trainings that:

- Align with the member's current classification, or
- Support career advancement or promotion within the City of Los Angeles.

Examples of eligible expenses include but are not limited to conferences or training courses that meet an employee's continued education requirement, Excel / Windows courses, conferences relevant to a member's current profession.

Examples of expenses that are not eligible include but are not limited to college tuition and courses irrelevant to advancement within city employment (e.g. acupuncture seminars).



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Members may seek guidance from union staff on whether an expense is eligible prior to registering, but this does not guarantee reimbursement. Reimbursement will be issued only after a complete application is submitted, successful completion is verified, and sufficient funds remain available.

REIMBURSEMENT AMOUNT AND ANNUAL CAP:

- Total funds available for reimbursement each year are \$50,000.
- Reimbursements up to \$1000 per applicant will be processed on a first-come, first-served basis until the annual funding cap is reached.
- Reimbursement will be for the amount of the course only.

TIMEFRAME:

- The expense for which reimbursement is being requested must have been completed within six months prior to the submission of the reimbursement request.

REIMBURSEMENT PROCESS:

- Members must submit:
 1. A completed application available at eaaunion.org/benefits
 2. A receipt of payment for the eligible expense
 3. Proof of successful completion (certificate, transcript, or letter from the provider)
- EAA staff will review submissions to confirm eligibility
- Approved reimbursements will be issued directly to the member.



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APPLICATION PROCESS:

- Applications must be submitted with all required documentation. Incomplete submissions will not be processed.
- Reimbursements are processed in the order received until the annual allotment is reached.

ADMINISTRATION:

- EAA staff will review all reimbursement requests for eligibility and completeness.
- Applications, as determined by staff, to be complete and eligible, will be submitted to the Executive Committee for review by the first business day of each month
- Staff will also provide the Executive Committee with a monthly report of applications deemed ineligible and the reason for the denial.
- Any disputes or questions regarding reimbursement decisions will be reviewed by the EAA Executive Committee.
- The Executive Committee will make and agendize recommendations for reimbursements to the Board of Governors who will have the final approval.
- This program is beginning as a one-year pilot with plans to make it ongoing, but the process may change in future years based on findings and experiences.