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Unchanged existing language District - Deleted proposal Language District - Added Proposed Language <i>Undeleted existing language</i> (i.e., one party deleted it and the other put it back) Accepted deletion Accepted addition Question – additional information needed [Notes]	Unchanged existing language Union - Deleted proposal Language Union - Added Proposed Language <i>Undeleted existing language</i> (i.e., one party deleted it and the other put it back) Accepted deletion Accepted addition Question – additional information needed [Notes]

CCSF to SEIU: July 7, 2026 | 3:30 p.m.

CCSF to SEIU: September 10, 2026

Article 13 – Staff Development, Educational, Wellness and Public Transportation

A. Participatory Governance

The Union shall designate representatives to the Staff Development Committee in accordance with the Participatory Governance Agreement.

B. Release Time for Flex Days

“Flex Day” shall mean two flex days each semester, known as “All College Flex Day” and “Independent Flex Hours.” The District schedules All College Flex Days. Independent Flex Hours are two hours per semester scheduled by the Union for professional development activities consistent with this paragraph. Union members will be entitled to release time for Flex Day activities only in accordance with this paragraph B.

The District, consistent with its operational needs, shall continue to provide release time for training or professional development for classified employees during Flex Days ~~and/or staff development activities as well as for their participation as presenters in such activities.~~ Release time for training or professional development on Flex Days (including All College Flex Day and Independent Flex Hours) will only be approved for activities that directly relate to an employee’s existing job duties, other requirements of employment, or that provide a demonstrable benefit to the District such as training that improves skills or provides new skills to an employee to better perform their job or to position them for promotion. Release time for Flex Days shall not be used for celebratory, social, or other non-work-related activities.

~~The Union, in conjunction with the District and Classified Senate, will continue to work together to provide two Classified Flex days per fiscal year. Release time for training for classified employees or for presentations by classified employees during Flex Days and/or staff development activities shall not be arbitrarily denied.~~

~~The District shall release unit members from work for up to two hours for each Independent Flex Days at any District location as long as there is no impact to college operations.~~

C. Flexible Work Schedules

When employees request, the District shall make all possible attempts, in accordance with present practice, to allow classified employees to work flexible hours in order to permit them to enroll in and attend District courses. Such flexible hours shall be in accord with Article 44, Section C.2, Flexible Work Schedules.

D. ~~Educational/Wellness Opportunities/Enrollment Fee Waiver~~ Enrollment Fee Waiver Program

1. To improve staff development opportunities, the District will waive enrollment fees for eligible classified employees who enroll in District credit courses, provided that consistent with section C, above, (1) course meeting dates/times shall not conflict with work schedules, and (2) enrollment shall be on a space available basis. Waiver of fees shall be limited to enrollment fees, online registration fees, and health fees for up to fifteen (15) units per fiscal year. Waiver of fees shall not include Non-resident/International Student Tuition.

- 1.1 This program is not a guarantee of enrollment in a class; employees who wish to enroll in a course must follow normal District processes regarding admission and enrollment.

- 1.2 Eligible classified employees may borrow textbooks for District coursework at no cost from the Bookstore, provided that they complete the "City College of San Francisco Classified Book Loan Program" form and comply with all of the requirements set forth in that form.

- 1.3 Employees who wish to avail themselves of this program must complete and submit the District's Enrollment Fee Waiver Program Form (Exhibit C) prior to or at the time of registration. Enrollment Fee Wavier Program Forms submitted after registration will not be honored.

- ~~2. To support job-related professional development and legitimate employee wellness, the District will continue to provide funds for classified employees enrolled in approved educational or wellness courses outside of the District. Eligible courses must be directly related to the employee's current position, career advancement within the District, or recognized physical or mental health outcomes (e.g., fitness, stress management, or health education) that support the employee's ability to perform their job. Courses that are primarily recreational, hobby-based, or for personal enrichment unrelated to job duties or employee well-being are not eligible for reimbursement.~~

~~To improve educational opportunities, the District will continue to provide funds for classified employees enrolled in educational/wellness classes outside of the District. At the beginning of each fiscal year, the District will allocate \$30,000 towards these educational/wellness opportunities for classified staff. The District will reimburse eligible~~

employees who submit verification of successful completion of ~~pre~~-approved course work up to \$1,500 per academic year, subject to the limitations set forth below. The Office of Professional Development will be responsible for the distribution of funds under this provision.

~~The District requires documentation demonstrating the course's relevance to job duties or employee wellness as defined herein.~~

~~2.1 Employees must meet the eligibility requirements in Section D.3 below.~~

~~2.2 The course work must be for continuing education/wellness purposes. Coursework must support job-related skill development, career advancement, or legitimate health and wellness activities that are reasonably related to employee well-being and consistent with the appropriate use of public funds; recreational or hobby-based activities are not eligible.~~

~~**Examples of excluded items** (non-exhaustive), like:~~

- ~~• Motorcycling / driver's licensing~~
- ~~• Arts & crafts / flower arranging~~
- ~~• General hobby or leisure classes~~

~~2.3 Prior written approval of courses must be obtained from the **Office of Professional Development Human Resources Department**. Employees who wish to avail themselves of this program must complete and submit to the **Office of Professional Development** an SEIU Local 1021 Classified Educational Grant Application form in accordance with the grant guidelines. The **Human Resources** department will review all applications for eligibility and alignment with program criteria. A committee, consisting of the following: SEIU 1021 SFCCD Chapter President or designee, SEIU 1021 SFCCD Chapter Vice President or designee, District Senior Director of Human Resources, plus one additional Professional Development/HR staff, will review and approve all submissions.~~

~~If an application is denied, the employee will receive written notice of the reason(s) for denial. Upon request, the Union may submit written comments regarding the denial within five (5) working days. The District shall review any such comments prior to issuing a final decision.~~

~~2.4 Employees shall not be allowed to work flexible hours to attend such courses.~~

3. Eligible classified employees are those employees who work a regular schedule (full-time or a minimum 20 hours/week part-time) and who have completed one (1) year or more of

~~continuous service. For this purpose, Christmas, Spring vacation, semester breaks, and the period between the end of the Spring Semester and the start of the Fall Semester are not considered breaks in continuous service.~~

E. Educational, Wellness and Public Transportation Reimbursement Program

1. **Funding.** At the beginning of each fiscal year, the District will allocate a total of \$155,000 into a combined reimbursement fund to support the educational, wellness and public transit reimbursement program. Unused funds shall not roll over to the following fiscal year. All reimbursements are subject to available funds on a first come first serve basis.
2. **Education Wellness and Public Transportation Costs.** To improve educational opportunities and to encourage the use of public transportation and promote sustainable environmental practices, the District will maintain a single combined reimbursement program that provides funds for (a) classified employees enrolled in educational, wellness classes outside of the District and (b) the public transit and related public transportation commuting costs of classified employees.
3. **Maximum reimbursement per employee.** Each eligible employee shall be allotted a combined maximum reimbursement of \$2,000 per fiscal year across education, wellness reimbursement and public transportation.
 - 3.1. Public transportation reimbursement shall not exceed \$315 per month.
 - 3.2. Educational, wellness reimbursement shall not exceed Section E3 and committee approval. Reimbursement will only be authorized for educational and wellness programs satisfying the criteria in section ____ below.

Amounts reimbursed under this Section do not affect an employee's separate right to the Enrollment Fee Waiver under Section D.1.

4. Eligible courses must be directly related to the employee's current position, career advancement within the District, or recognized physical or mental health outcomes (e.g., fitness, stress management, or health education) that support the employee's ability to perform their job. Courses that are primarily recreational, hobby-based, or for personal enrichment unrelated to job duties or employee well-being are not eligible for reimbursement.

Prior written approval of courses must be obtained from the Office of Professional Development Human Resources Department. Employees who wish to avail themselves of this program must complete and submit to the Office of Professional Development an SEIU Local 1021 Classified Educational Grant Application form in accordance with the grant guidelines. The Human Resources department will review all applications for eligibility and alignment with program criteria. A committee, consisting of the following: SEIU 1021 SFCCD Chapter President or designee, SEIU 1021 SFCCD Chapter Vice President or designee, District Senior Director of Human

Resources, plus one additional Professional Development/HR staff, will review and approve all submissions.

If an application is denied, the employee will receive written notice of the reason(s) for denial. Upon request, the Union may submit written comments regarding the denial within five (5) working days. The District shall review any such comments prior to issuing a final decision.

5. Transit cost reimbursement eligible expenses. Eligible employees shall be reimbursed for Bay Area public transit and related commuting costs incurred by the employee, subject to the per-employee maximum and monthly cap in Section E3. Reimbursable expenses include all forms of Bay Area public transit and commuter costs, including but not limited to:

- Bay Area Rapid Transit (BART) fares;
- BART parking fees, including daily, reserved, monthly, and airport/station parking charges;
- San Francisco Municipal Transportation Agency (SFMTA/Muni) fares and passes;
- Caltrain fares and passes;
- AC Transit fares and passes;
- SamTrans fares and passes;
- Golden Gate Transit bus and ferry fares and passes;
- San Francisco Bay Ferry (WETA) fares and passes;
- Santa Clara Valley Transportation Authority (VTA) fares and passes;
- other Bay Area regional transit operator fares and passes; and
- Clipper card loads and amounts applied to any of the foregoing transit services.

Employees currently enrolled and future enrollees in the District's commuter benefits program are ineligible (Pre Tax programs: Wage Works, Health Equity, etc).

5.1 Transit cost reimbursement required documentation. To receive transit reimbursement, an eligible employee must submit, for each reimbursement request:

- 5.1.1 a completed transit reimbursement request form;
- 5.1.2 itemized, dated receipts or invoices for each expense claimed, showing the vendor/transit operator, the amount paid, and the date of purchase;
- 5.1.3 proof of payment (e.g., credit/debit card statement, bank statement, or paid receipt) confirming the employee incurred the cost;

- 5.1.4 for Clipper card usage, a Clipper card transaction history or statement identifying the rides or loads claimed;
- 5.1.5 for passes or monthly tickets, a copy of the pass or ticket and proof of purchase;
- 5.1.6 for BART parking, the parking receipt or transaction confirmation showing the station, date, and amount paid; and
- 5.1.7 any additional documentation reasonably requested by the working group to verify that the expense is an eligible commuting cost incurred by the employee.

EF. Educational Leave

1. To encourage and enable classified workers to enhance their value to the District through further job-related education, the upgrading of their skills, or retraining for a different career path, paid Educational Leave may be granted. After completing ten (10) years of full-time service in the District, a worker is eligible to apply for Educational Leave.
2. An eligible worker may, on a form provided by the Human Resources Office, apply for Educational Leave. Such leave may be used for educational or vocational training purposes. The written application must present a detailed description of the proposed activities of the leave and the potential value and benefit of these activities to the District and students. If the worker intends to enroll in school, the application must identify the educational institution to be attended and, by academic term, a list of courses (with course descriptions) the worker is interested in taking while on educational leave.
3. All applications must be received at least sixty (60) days prior to the beginning of the leave. Applications shall be submitted to the Labor Management Council (LMC) for review and determination. The LMC shall make its determination based on the best interests of the District and its students. In the event that more than one employee applies for such leave, seniority shall be considered as a factor in the LMC's determination. Effective July 1, 2006, the maximum amount of leave available unit-wide in a given fiscal year shall be 2,080 hours. If educational leave is granted, the worker must agree to render, upon completion of the educational leave, a minimum of twenty-four (24) months of service to the District. Failure to render this service will require the worker to refund the salary paid by the District during the leave.
4. Within thirty (30) days of the end of educational leave, the worker shall submit a written report to the LMC of the activities during the educational leave, emphasizing the value of these activities to the District. If the worker attended school on educational leave, he or she shall also submit a transcript or other appropriate documentation showing satisfactory attendance and successful completion of the coursework.

5. During educational leave the worker will be entitled to all benefits. Workers may apply for funds for courses taken during such leave, as provided in section D, above.

F. Classified Professional Development "Vision for Success"

In 2019 the State of California provided the San Francisco City College with \$121,677.00 for Classified Professional development aligned with the Vision for Success. The District and the Union entered a Side Letter on November 7, 2019, regarding the use and disbursement of these funds. None of the funds have been used or disbursed. This paragraph replaces and supersedes the side letter that is included as Exhibit M to the collective bargaining agreement covering the period of July 1, 2023, through June 30, 2026.

Each fiscal year beginning on July 1, 2026, the District shall allocate \$50,000.00 of the Vision for Success Funds for the Union until the funds are exhausted. The District will reimburse employees who submit verification of successful completion of approved Vision for Success training up to \$2,500.00 per fiscal year, until the \$50,000 allocation is exhausted. Applications shall be processed on a first come, first served basis. Union and District shall establish a committee to review and approve these applications. This committee shall have a proportional number of representatives from SEIU and the District. The Union may utilize each fiscal year's allocation for professional development during Flex Days, as long as the professional development is a qualifying activity for the use of the funds.

If SEIU does not utilize its full \$50,000 allocation during a fiscal year, the remaining funds may be used by the District in its sole discretion during the following fiscal year for classified professional development.