

MEA Management Training Fund Equipment Program Program Overview:

As part of our MOU with the City, \$200,000 is set aside per fiscal year for management training. In addition, we have built up a surplus over the years that the Fund has been in existence. Represented employees are also allowed access to the training fund to purchase laptops or PDA's that, while owned by the individual employee, will also be used for City business. This benefit requires **that you submit an Equipment Application and receive advance approval from MEA** to ensure reimbursement.

It is important to remember that the core purpose of the MEA Management Training Fund is management training. In order to facilitate the broadest and fairest use of the Fund, we are asking employees to follow the protocol set out below for equipment purchase and reimbursement through the Fund.

Protocol:

- Beginning July 1 of each fiscal year, fax or email a request for an application to MEA.
- Return the completed application to the MEA office.
- The last business day in May, or the point at which MEA processes the number of applications supported by that fiscal year's allocation will be the cut-off date for MEA to issue "ok to buy" letters.
- A single device/\$1,000 limit will be applied to all requests.
- Approval of a request to be reimbursed for a second piece of equipment in a subsequent fiscal year, is subject to whether MEA determines there is a sufficient amount remaining in the fund on the seventh month of the fiscal year to fund these purchases.
- Equipment must be fully compatible with departmental programs and hardware as confirmed by your IT department.
- The use of the equipment must be work-related.
- The close of business on the last business day in June will be cut-off date for equipment reimbursement requests to be submitted to and processed by MEA for that fiscal year.
- One last very important point to remember about this benefit:
The equipment belongs to you; therefore all expenses and issues associated with the equipment (e.g. extended warranties, accessories, repairs, maintenance, installation, upgrades and monthly charges) are your sole responsibility.

First priority will be given to represented employees who do not already have a laptop computer or PDA provided by the City.

Should you have any questions about the selection process, please email MEA staff at: staff@sfmea.org

MEA Equipment Program Frequently Asked Questions:

1. *Will I be reimbursed for the purchase of any equipment I deem necessary for work?*
No. Only laptops or PDAs are covered by this program at this time. In addition, you will be reimbursed for only one device up to the \$1000 limit.

2. *Does the new benefit allow for the purchase of accessories, extended warranties, hardware, monitors, printers, routers, etc?*
No, not at this time. Please contact MEA before you purchase, if you have a question about whether a specific item is included.

3. *Will the benefit cover the cost of installation?*
No. That cost is the employee's responsibility.

4. *Is the cost of repairs to one's laptop or PDA covered?*
No. Because the equipment is the property of the employee, he/she is responsible for all maintenance.

5. *Is the cost of software included in this new benefit?*
Not under this program. Software purchases, however, will be reimbursed from the training portion of the fund. Please consult with your IT section on approved software for your department.

6. *How does one get reimbursed?*
This benefit will require pre-approval before any purchase and after submission of a completed application. Once pre-approval is processed, reimbursement paperwork will be processed upon presentation of a copy of your receipt.

7. *What happens if the time-limit or money runs out before I get my request approved?*
If you submit a copy of your receipt to the MEA Office after the time period noted in your "ok to buy" letter has elapsed you will not be reimbursed for the purchase. If the money runs out before you get your initial request approved, you will be placed on a waiting list in the event additional funding becomes available in the FY year in which you applied. OK to buy letters will only be issued up to the amount of money available for this program.

8. *How long will it take to get reimbursed?*
Generally reimbursement takes approximately 60-90 days from the submission of receipts to your departmental representative if all requested documentation is included.