

SIDE LETTER OF AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING

**CITY OF TUSTIN
and
TUSTIN POLICE OFFICERS ASSOCIATION – POLICE OFFICER REPRESENTATION UNIT**

TERM: July 1, 2018 to June 30, 2021

The City of Tustin (“City”) and the Tustin Police Officers Association – Police Officer Representation Unit (TPOA) previously agreed to a Tuition Reimbursement benefit, as set forth in the memorandum of understanding (MOU) for the period July 1, 2018 through June 30, 2021. The MOU describes the procedures for the reimbursement of various expenses under the Tuition Reimbursement policy, including for “tuition fees, textbooks, lab fees, or required supplies”.

In a recent grievance meeting, the City Manager upheld a decision by the Director of Human Resources that a personal computer purchased for use in an approved educational program is not a “required supply” that is eligible for reimbursement. However, the City Manager authorized the reimbursement of up to \$500 for an employee who purchases a computer for use in a degree program if the employee actually completes the program and earns the degree. Accordingly, a new paragraph shall be added to Article 23 as follows:

Personal computers, internet service, transportation expenses, and other related expenses are not considered to be “required supplies” that must be purchased in order to complete an educational program and therefore these items are generally not eligible for reimbursement under the Tuition Reimbursement program. However, if an employee purchases a personal computer specifically for use in a degree program (Bachelor’s degree, Master’s degree, or other approved advanced degree) for which tuition reimbursement has been approved by the City, the employee may request to receive a one-time reimbursement of up to \$500 after providing the City with proof of completion of the degree program and receipt of the degree in addition to proof of purchase of the computer. This reimbursement for up to \$500 shall be counted towards the maximum reimbursement benefit under the Tuition Reimbursement policy.

FOR THE CITY OF TUSTIN

**FOR THE TUSTIN POLICE OFFICERS
ASSOCIATION – POLICE OFFICER
REPRESENTATION UNIT**

Derick Yasuda, Director of Human Resources

Robert Nelson, President

Date

Date