



**SIDE LETTER of AGREEMENT**

**Between**

**Valley Water**

**And**

**Professional Managers Association, IFPTE Local 21**

**Regarding**

**Tuition Reimbursement**

Following meeting and conferring in good faith and in accordance with the provisions of State law and Santa Clara Valley Water District (Valley Water) regulations, this agreement between Valley Water and Professional Managers Association, IFPTE Local 21 (Union), represents final understanding and agreement on the following, effective immediately.

The following language shall supersede the Union's 2018-2021 Memorandum of Understanding, Article 9, Section 1, A – D, Tuition Reimbursement.

- A. The Union and Valley Water agree that it is in the best interest of both, for not only the employee to initiate but Valley Water to provide, training and other opportunities to further facilitate an employee's career development.
- B. In accordance with Valley Water Policy, an employee with six (6) or more months of continuous service may be reimbursed for tuition or expense payments incurred in taking courses outside of normal working hours related to Valley Water employment. All such requests for reimbursement must be approved by Valley Water prior to taking the course. The course content must have some direct relationship to the work of Valley Water.
- C. Upon approval of a course, and completion with a passing grade of C or better (Pass in the cases where only Pass/Fail is given or evidence of attending the course/program in full where no grade or Pass/Fail is given) the employee will be reimbursed the cost of the tuition and other costs such as laboratory fees and assigned textbooks. Total tuition reimbursement shall not exceed \$2,500 in a fiscal year. No unpaid balances over the maximum will be carried forward to the next fiscal year.

**Authorized Union Representative:**

DocuSigned by:  
*Michael Duffy*  
D7ADFA09BD4944D

**Date:** 11/30/2020

Mike Duffy  
President  
Professional Managers Assoc.  
IFPTE Local 21

DocuSigned by:  
*Stanley Young*  
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**Date:** 11/30/2020

Stanley Young  
Business Agent  
IFPTE Local 21



Tuition Reimbursement Side Letter

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**Authorized District Representative:**

DocuSigned by:  
*Laura Harbert*  
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Laura Harbert  
Acting Labor Relations Officer  
Valley Water

**Date:** 11/30/2020