



Employee Development Fund (EDF) – Frequently Asked Questions

1. What is the Employee Development Fund (EDF)?

The Employee Development Fund (EDF) is set aside for Local 21-represented employees' training, education, and professional development. In our new contract, we negotiated an increase in EDF funds to \$750,000 per year during the next two fiscal years for reimbursements for eligible professional development expenditures (this is an increase of \$250,000 from previous years, where the maximum allocation was \$500,000).

2. What kinds of expenses/activities are covered by the EDF Fund?

The EDF covers tuition, registration fees, books and materials, training programs, professional conferences, professional association memberships, and desired licenses relevant to the employee's current classification. EDF requests for reimbursement are subject to approval.

3. How much can each employee utilize each year?

An employee may utilize a maximum of \$2000 per fiscal year.

4. Does this amount cover the cost of travel and lodging?

There is a maximum reimbursement of \$500 per person for the cost of travel and lodging.

5. Can food expenses be reimbursed by the EDF?

No, food is *not* covered by EDF.

6. How do I request approval for EDF funds?

You must complete the EDF Approval Reimbursement Request Form. This form is available on the [Local 21 website](#) and the [DHR Website](#). Please read all instructions carefully as many requirements have changed.

7. Do I have to submit the Approval Form online?

Yes, employees must utilize the [online tuition reimbursement system](#). Follow the instructions on how to set up an account that will allow you to submit your forms and documents online.

8. What kind of documentation do I need to submit a request for approval?

Please see the instruction form and chart showing the documents needed for each activity. Some documents include a copy of the invoice/registration with a breakdown of costs, proof of payment, proof of attendance, documentation of travel or lodging costs, and itemization of purchase for books or reference materials.

9. When I complete my activity will I be automatically reimbursed for the costs I incurred?

No, you must submit a Request for Reimbursement using the same online system. You will be required to submit proof of completion and any additional documents that were not previously submitted at the time of approval.