

AGREEMENT

BETWEEN

SANTA MONICA COMMUNITY  
COLLEGE DISTRICT



AND

SANTA MONICA COLLEGE POLICE  
OFFICERS ASSOCIATION



July 1, 2014 — June 30, 2016

the employee's current classification or an approved classification for which an apprentice position exists. The employee shall apply for reimbursement with his/her immediate supervisor on the approved request form not later than three weeks prior to the commencement of the class, conference, or workshop. Reimbursement shall be limited to a maximum of \$500.00 per employee in one fiscal year.

11.11.3 Eligibility

In order to be eligible for reimbursement, the employee must have been an employee of the District for not less than one year. An employee who is reimbursed under these provisions shall not be eligible for reimbursement again for a period of one full year thereafter. An employee under disciplinary or an overall work improvement notice may apply if the request is directly related to the stated job improvements cited in the notice.

11.11.4 Approval

To receive reimbursement, an employee must receive the approval of his/her immediate supervisor, department/ division head, and the Superintendent and President or his/her designee.

11.11.5 Maximum Costs of Provision

The District shall separately budget \$1,000 for each fiscal year for purposes of reimbursement under this Section.

**11.12 Santa Monica College Courses.**

The District will waive tuition for unit members taking classes at SMC and will provide unit members with required instructional materials for such classes in an amount not to exceed \$2,500 during the term of the Agreement.

11.13 Employee Orientation.

The District shall continue its new employee orientation program.

11.14 Error in Salary

Subject to the time limits set forth in Merit Rule 12.2.3(B), whenever it is determined by the District that an error has been made in the calculation or reporting in any bargaining unit employee's salary, the District shall, within five (5) working days following such determination, correct the error and provide the employee with a supplemental pay warrant for any amount owed to the employee or make equitable arrangement for repayment where the employee has been overpaid.