EMPLOYEE DEVELOPMENT FUND

Tuition, professional memberships & conferences: a Unit 5 member guide

PHOENIX FIRE FIGHTERS ASSOCIATION

IAFF LOCAL 493 · UNIT 5

$6,500	$2,000	Sept 30
per fiscal year	of that $6,500	5 p.m. cutoff
your total EDF	memberships & seminars	for the prior fiscal year

Based on City A.R. 2.51 Employee Development Fund Program (effective July 1, 2026) and MOU Section 5-7.

The EDF at a Glance

The City pays for job-related education and professional growth. Here's how the money works for Unit 5.

$6,500
TOTAL PER FISCAL YEAR
Your full EDF amount. Everything below comes out of this.

$2,000
MEMBERSHIPS & SEMINARS
Max for professional memberships and seminars, workshops & conferences.

$175
BOOKS & LAB FEES
Max for required course books and lab fees.

Source: A.R. 2.51 III.A.2–3, III.D.4; MOU 5-7

Three ways to use your EDF

	TUITION	PROFESSIONAL MEMBERSHIPS	SEMINARS / WORKSHOPS / CONFERENCES
What it covers	College classes, City Language Program, City Registered Apprenticeship	Job-related organizations (IAAI, ICC, AzEM, NOVA, etc.)	Job-related training events in or out of Maricopa County
Form	Reimbursement Request Form for Tuition (Form 12-55D)	Professional Membership Request Form (Form 12-93)	In-County: Registration Form (Form 12-60D) Out-of-County: travel packet
Fire Executive signature?	**No**	**Yes**	**Yes**
Send to	HRC@phoenix.gov	pfd.edf@phoenix.gov	In-County: pfd.edf@phoenix.gov Out-of-County: pfd.travel@phoenix.gov
Cap	Up to $6,500	Shares the $2,000	Shares the $2,000

Source: PFD HR EDF page; A.R. 2.51 III.B, III.E, III.F

TIP

New to the EDF? PFD HR has a short walkthrough: Employee Development Fund Training presentation (City login required).

1 The Ground Rules

These apply to every EDF request.

RULE	WHAT IT MEANS FOR YOU
Who's eligible	Full-time, benefit-eligible Unit 5 members. You must be a City employee at the **start and the end** of the course or event.
Fiscal year	The City's year runs **July 1 – June 30**. Your $6,500 resets every July 1.
Use it or lose it	Unused money does **not** carry over to the next year.
It's yours only	You can't donate, trade, combine, or transfer your funds to another member.
Must be job-related	Everything must be job-related, improve your skills, and provide a **clear benefit to the City**.
HR has final say	The City Human Resources Department reviews and gives final approval on all EDF requests.
How you're paid	Reimbursements are paid through biweekly payroll and show up **on your paycheck**.
No self-dealing	The City won't pay a business, organization, or event that you (or another City employee) own or have a substantial interest in.
Follow the rules	Violating A.R. 2.51 can lead to discipline.

Source: A.R. 2.51 II, III.A, III.B.3, III.C, VII

2 What Qualifies, and What Doesn't

When in doubt, ask HR before you spend the money.

QUALIFIES

- **Specialized training** that supports emergency response: high-angle or rope rescue, child-advocacy or crisis-intervention certification workshops, public educator or CERT-program enhancement classes
- **Language training** that improves emergency communication (for example, Spanish for first responders)
- **Professional conferences & seminars** for fire, rescue, EMS, or emergency operations, such as the AFSI Annual Conference or the Wildland Urban Interface (WUI) Conference
- **Professional memberships** that support your role, such as IAAI, ICC, AzEM, or NOVA
- **College tuition** for courses related to a City job classification
- **Optional** job-related certifications and licenses your job doesn't require

DOES NOT QUALIFY

- **Training the Department is required to pay for**: EMT certifications and renewals, mandatory Department training, required operational or regulatory certifications
- **Gym memberships or fitness programs**, even if they support wellness
- **Hobby or recreational courses**: outdoor adventure, sports-based, personal enrichment, non-operational
- Computers, software, subscriptions, or personal electronics
- Counseling or programs covered by City insurance or the EAP
- Personal financial or estate-planning education

Source: PFD HR EDF page; A.R. 2.51 IV, V

Other costs the City won't pay

NOT COVERED	
Registration, application, processing, and late fees for classes; tests; parking; taxes; shipping; student activity fees	Fees to **retake** an exam or re-certify if you didn't pass the first time
Out-of-state or non-resident tuition; credit by evaluation; courses not taken for GPA credit	Optional extras at events: tours, lunch with the presenter, sports events, donations
Health clubs, YMCA, martial arts, yoga, recreation centers, and ranges	Books, videos, journals, and subscriptions (except required course books)
Religious, social, networking, alumni, honor society, or volunteer memberships (unless City-approved)	Car rentals, meals, drinks, phone charges, baggage, parking, and tips
Charitable donations, fundraisers, entertainment, and tangible goods	Certifications or licenses **not** related to your job (for example, a real estate license)

Source: A.R. 2.51 V (A–O). The list isn't all-inclusive.

3 Tuition Reimbursement

College courses and degrees: up to $6,500 a year.

What counts

- Classes, courses, or degree programs **directly related to a City job classification**
- Courses from a school accredited by an agency recognized by the U.S. Department of Education. Check your school: U.S. Dept. of Education accreditation search
- City of Phoenix **Language Program** classes from a vendor on the Qualified Vendor List
- Classes required for the City of Phoenix **Registered Apprenticeship Program**
- **Competency-based or self-paced degree programs**, if you earn the full credit(s). Paid up to the residential tuition rate.

The rules

REQUIREMENT	DETAILS
Off-duty only	College courses must be taken **on your own time** and count toward an established degree program, unless your Department head and the HR Director approve otherwise in advance.
Passing grade	**C or better** for undergraduate courses. **B or better** for graduate courses. Language and Apprenticeship programs: C or better, or 70%.
Books & labs	Up to **$175** of your $6,500 for **required** books and lab fees.
Other aid is subtracted	Grants, stipends, scholarships, **Veteran's Education Assistance (GI Bill)**, or other tuition help is deducted from your reimbursement. **Student loans are not** deducted.
Which year it counts	The **last day of the course** decides which fiscal year is charged.

Source: A.R. 2.51 III.A.1–10

REMEMBER

Veterans: if you use GI Bill or other VA education benefits, the City subtracts that amount. Plan your funding with HR before you enroll.

GET APPROVAL BEFORE YOU PAY

Get approval from **citywide HR** (HRC@phoenix.gov or (602) 495-5700) **and your supervisor before you pay for any course**. If you don't, you may not be reimbursed.

TUITION CHECKLIST

- ■ Approval from citywide HR and your supervisor **before** you paid
- ■ Reimbursement Request Form for Tuition (**Form 12-55D**), filled out and **signed**. Use **one form per school**; each form holds up to 4 courses.
- ■ Itemized tuition account history showing course charges and **all** payment sources
- ■ Official grade report or unofficial transcript
- ■ Itemized book receipt and course syllabus (if claiming books)
- ■ Proof of payment for a deferred payment plan (if applicable)

No Fire Executive signature needed.

Send to (pick one): email a scan to hrc@phoenix.gov · fax 602-534-0178 · mail to HR Connection Center, 251 W. Washington St., Phoenix, AZ 85003. Keep a copy for your records.

Filling out the form

- Fill in the top line: Employee ID, name, job title, department, and phone.
- For each course: school, course code and number (for example, "ACC-101"), course title, start and end dates, credit hours, and grade.
- Say whether the course is part of a degree program, and name the program.
- List **any** aid you don't have to pay back (Pell Grant, scholarship, stipend, VA/GI Bill, any tuition assistance) and the amount.
- Use the self-calculation box: **in-state tuition cost** minus that aid equals your **net reimbursement**. Loans you must repay don't get subtracted.
- Add book title and cost, lab or info-tech fee, and deferred payment plan fee, if any. Then sign and date.

REMEMBER

By signing, you confirm the information is complete and correct, and you agree the City may **audit your school records** (you waive FERPA privacy rights for this purpose). Missing information or documents will get the request **denied**.

Source: PFD HR EDF page; A.R. 2.51 III.B; Form 12-55D (Rev 6/24)

4 Professional Memberships

Job-related organizations, paid from your $2,000.

Department-approved professional memberships, certifications, licenses, and technical registrations qualify if they're **job-related** and give a clear benefit to the City. Examples: International Association of Arson Investigators (IAAI), International Code Council (ICC), Arizona Association of Emergency Managers (AzEM), National Organization for Victim Assistance (NOVA).

MEMBERSHIP CHECKLIST

- Professional Membership Request Form (**Form 12-93**)
- "About" information describing the organization and membership (usually on the organization's website)
- Breakdown of the membership cost (usually on the organization's website)
- Screenshot of your remaining EDF balance from **eCHRIS**
- **To be reimbursed:** a receipt from the vendor **or** a redacted bank/credit card statement showing: your name, transaction date, amount, and merchant name. If using a statement, it must also show the bank or card name (for example, Wells Fargo, American Express, Chase).
- **To have the City pay the vendor directly:** an invoice from the vendor that includes the payee and mailing address. (Direct pay is available when the cost is over $50.)

Form must be signed by Fire Executive leadership.

Send to: pfd.edf@phoenix.gov to get the Executive signature and start processing.

Source: PFD HR EDF page; A.R. 2.51 III.E

TIP

For memberships, the year is charged based on the date HR **receives** your request, not the date you paid.

5 Seminars, Workshops & Conferences: In Maricopa County

Local training events, paid from your $2,000.

The event must have an **educational component**, be job-related, and show a clear benefit to the City.

IN-COUNTY CHECKLIST

- In-County Registration Form for Seminar/Workshop/Conference (**Form 12-60D**)
- "About" information on the event: location, date, cost, and training description (usually on the event website)
- Screenshot of your remaining EDF balance from **eCHRIS**
- **To be reimbursed:** a receipt from the vendor **or** a redacted bank/credit card statement showing: your name, transaction date, amount, and merchant name. If using a statement, it must also show the bank or card name (for example, Wells Fargo, American Express, Chase).
- **To have the City pay the vendor directly:** an invoice from the vendor that includes the payee and mailing address. (Direct pay is available when the cost is over $50.)

Form must be signed by Fire Executive leadership.

Send to: pfd.edf@phoenix.gov to get the Executive signature and start processing.

Source: PFD HR EDF page; A.R. 2.51 III.F.1–2

REMEMBER

HR can **deny** a request if a similar event is available for less. If an event has add-ons (lunch with a presenter, special seating), the City pays only the **lowest available cost**.

6 Seminars, Workshops & Conferences: Outside Maricopa County

Travel takes the most lead time. Start early.

75–90 DAYS OUT	**Start drafting** your travel packet, including the travel memo.
60 DAYS OUT	**Deadline:** submit all requests to pfd.travel@phoenix.gov at least 60 days before travel.
AFTER TRAVEL	Travel expenses are processed through **CONCUR**, the City's online travel system, under A.R. 3.41.

TRAVEL COSTS THE EDF CAN COVER	TRAVEL COSTS IT WON'T
• Event registration • Airfare (per A.R. 3.41) • Ground transportation at the destination: shuttle, taxi, subway, train • Mileage, up to the cost of a 14-day advance economy airline ticket • Lodging (per A.R. 3.41)	• Car rentals • Meals and drinks • Phone charges • Baggage fees • Parking • Tips

Source: PFD HR EDF page; A.R. 2.51 III.F.3, IV.D–G, V.N

7 Key Dates & Deadlines

Miss these and you may lose the money.

WHAT	DEADLINE / RULE
Fiscal year	July 1 – June 30. Funds reset every July 1.
Year-end cutoff	Anything that happened **on or before June 30** must be submitted by **September 30 at 5 p.m.**
Next paycheck	Tuition requests in by **payday Friday at 5 p.m.** make the next biweekly paycheck.
Tuition	Charged to the fiscal year of the course's **last day**.
Seminars & conferences	Charged to the fiscal year of the event's **last day**.
Memberships, licenses, certifications	Charged to the fiscal year HR **receives** the request.
Tuition approval	Get HR and supervisor approval **before you pay** for a course.
Out-of-county travel	Submit at least **60 days** before travel. Start the packet 75–90 days out.

Source: A.R. 2.51 III.A.10–11, III.C.3–4; PFD HR EDF page

8 Contacts & Links

Who to ask, and where to find the forms.

FOR	CONTACT
Membership & in-county seminar requests	pfd.edf@phoenix.gov (PFD, for Fire Executive signature)
Out-of-county travel requests & questions	pfd.travel@phoenix.gov
Tuition requests, eligibility questions	HR Connection Center: hrc@phoenix.gov · (602) 495-5700 East Lobby, Calvin C. Goode Municipal Building, 251 W. Washington St.
Questions about A.R. 2.51	hrcenter@phoenix.gov · (602) 495-5700
Tuition form (Form 12-55D)	Reimbursement Request Form for Tuition (City login required)
Membership form (Form 12-93)	Professional Membership Request Form (City login required)
In-county event form (Form 12-60D)	In-County Registration Form (City login required)
EDF training presentation	Employee Development Fund Training (PowerPoint) (City login required)
Travel packet guide	PFD HR Employee Development Fund page (City login required)
Check your remaining balance	eCHRIS
Help from the Union	Your Local 493 representative

This guide covers only what applies to **Unit 5**. It summarizes City A.R. 2.51 (effective July 1, 2026), MOU Section 5-7, and the PFD HR EDF page in plain language. If anything here differs from official City policy, the policy controls.