



CITY OF SOMERVILLE, MASSACHUSETTS

PERSONNEL OFFICE

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Education Reimbursement Policy for Non-Union Employees

The City encourages employees to pursue educational opportunities that will provide employees with opportunities for growth or advancement in their careers with the City. Benefit-eligible, non-union employees who have completed at least ninety (90) days of service with the City are eligible to participate in the Education Reimbursement program.

Eligible employees may seek reimbursement of tuition expenses and fees, registration fees, and assigned and required books for courses which serve to improve their knowledge and skills, increase their performance with the City and contribute to career development. The City may approve such reimbursement up to the maximum of \$2,000.00 per employee per fiscal year. Reimbursement applications are reviewed and approved until appropriated funds are exhausted in the fiscal year.

To participate in the program, interested employees must submit to the Director of Personnel or their designee the *Non-Union Employee Education Reimbursement Application*. Applications must include the course title and description, the educational institution offering the course, the amount of reimbursement requested, and an explanation of how the course will assist the employee in their career path with the City. The City accepts applications for reimbursement from courses taken at institutions accredited by the New England Association of Schools and Colleges (NEASC).

Education reimbursement applications are accepted on a rolling basis throughout the fiscal year, and approved in the order received. Employees may submit applications for eligible courses prior to the start of the course, and must provide supporting materials at course completion. No applications will be accepted for courses begun before employee's date of hire with the City. The City will grant employees reimbursement, up to the maximum, once Personnel has received an official transcript from the institution indicating the employee passed the course with a minimum grade of C, or 'pass' in a pass/fail arrangement, and documentation from the employee showing that the employee paid reimbursable costs in a manner acceptable per the City's auditing procedures for employee reimbursements. Documentation for spring semester should be submitted by June 1st or as soon as possible thereafter; all reimbursements for the fiscal year must be submitted for payment to the employee by June 30th.



The City may grant approval of the reimbursement if the course is directly related to the employee in his or her current position or career path within the City, and the course does not conflict with the employee's normal work schedule. Employees cannot use work time to perform coursework or take online classes from the City's computers or using the City's internet.

Employees shall be obligated to remain in the City's employment for six (6) months after completion of the reimbursed course. If the employee leaves City employment before the six month period, the City will seek the value of the reimbursed course(s) from the employee. An employee will not be required to pay back education reimbursement if he or she is separated from employment due to a layoff, termination, disability retirement, or death while an active employee.

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