

EDUCATION REIMBURSEMENT REQUIREMENTS & APPLICATION

1. Applicant is required to be an employee of the City of Somerville and have served a six (6) month probationary period, working under Unit A, Unit B or Unit D of the SMEA Union contract. Eligibility comes following the probationary period.
2. Courses/Classes must be job related or geared towards job advancement with the SMEA and must be taken during off-duty hours.
3. Workshops and seminars may qualify when approved in advance by the Department Head and the Education Reimbursement Committee.
4. Courses/Classes must be completed with a passing grade or a certificate of completion in order to qualify for reimbursement. Course/class description, cost of the course/class, grade report or certificate of completion and proof of payment must be submitted to the Education Reimbursement Committee for review. Documentation for spring semester should be submitted by June 1st or as soon as possible thereafter.
5. Reimbursement limit per person per fiscal year (July 1 to June 30) is \$2,000, including books and associated fees. Food and lodging will not be reimbursed, except for Unit A members per Article XIX, Section 2.

Applicant's Name (Please Print) _____ Applicant's Signature _____

Applicant's Address #/Street City Zip Code

Vendor # Department Today's Date

Education Institution _____

Course/Class Title _____ Completion Date _____

Amount _____ (circle one) Unit A Unit B Unit D

Department Head Approval _____ Personnel Approval _____

COMMITTEE APPROVAL

Ellen Collins, Personnel Dept _____

Donna Joy, Personnel Dept _____