

Town of Natick

Educational Assistance Policy

1 Policy Purpose:

- 1.1** To define the Educational Assistance Policy of the Town of Natick, and to establish the procedure for its administration.

2 Policy Objective:

- 2.1** It is the policy of the Town of Natick to encourage employees' professional growth and development, and provide financial assistance in support of such efforts. This Policy applies only to non-union personnel; educational policies for union personnel are detailed in applicable collective bargaining agreements.

3 Guidelines:

- 3.1** To be eligible to receive educational assistance, employees must have full-time status and be employed for at least one year before applying.
- 3.2** Eligible employees will be reimbursed for courses of study which the Town determines are directly related to the employee's present position, or which will enhance the employee's potential for advancement to a position within the Town, subject to a determination by the Town Administrator with input from the employee's department head, that the employee has a reasonable expectation of advancing.
- 3.3** Classes approved must be taken at an institution of higher learning accredited with the New England Association of Colleges and Secondary Schools.
- 3.4** Employees seeking educational assistance under this Policy must submit a request in writing to the Director of Human Resources. Such request must be accompanied by a letter of recommendation from the employee's Department Head.
- 3.5** The Director of Human Resources will review each request with the Town

Administrator. Following approval, the Director of Human Resources will notify the employee of the decision.

- 3.6** Reimbursement shall be no more than 50% of the cost of tuition and/or books not to exceed \$4,000 per employee per fiscal year.
- 3.7** To be eligible for reimbursement, employees must receive a minimum grade of B for both undergraduate and graduate courses.
- 3.8** Employees who are terminated during the course of enrollment due to a reduction in force, or job elimination, will be reimbursed 50% of the costs incurred up to the date of transfer or termination. Employees who, prior to completing an approved course, voluntarily leave employment, or are terminated for reasons other than those listed above will not be reimbursed for expenses associated with the course.
- 3.9** Employees are expected to schedule class attendance outside of their regular work hours, unless such scheduling is not possible. In said cases, the Department Head and Town Administrator must be advised and specifically approve the employee's class schedule prior to enrollment.
- 3.10** Records of all educational programs completed by the employee and associated reimbursements will be maintained in the Human Resources Department.

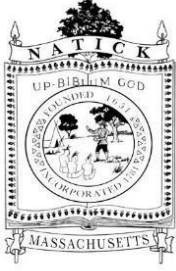
4 Questions:

- 4.1** If you have any questions regarding this policy, please contact the Director of Human Resources.

<p>THE TOWN RESERVES THE RIGHT TO AMEND ANY OR ALL PARTS OF THIS POLICY AT ANY TIME.</p>
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Policy approved by Personnel Board and Town Administrator

Policy Effective Date: July 1, 2016



Town of Natick

Human Resources Department

Education Reimbursement Request Form

Employee Name: _____ Department: _____

Job Title: _____ Date of Request: _____

Name of College/University: _____

Degree Program: _____ Degree Level: ___ Graduate or ___ Undergraduate

Course(s) Start and End Date: _____

Final Grade of Course(s): _____ Reimbursement Amount: \$ _____

Employee's Signature

Date

Department Head's Signature

Date

Director of Human Resources' Signature

Date

*This form must be submitted with proof of payment, copy of credit card bill, receipt, or cancelled check along with a grade report.

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