



Guy A. Santagate  
City Manager

**City of Chelsea**  
EXECUTIVE OFFICE  
City Hall, 500 Broadway  
Chelsea, Massachusetts 02150

Telephone (617) 889-8300  
FAX (617) 889-8360

**TO: All City Employees**  
**FR: Guy A. Santagate, City Manager** *AS*  
**RE: EDUCATIONAL INCENTIVE POLICY**  
**DT: July 1, 1997**

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#### **POLICY STATEMENT:**

Recognizing the important role which education and training play in enhancing the professional growth and overall effectiveness of our employees, the City of Chelsea is pleased to provide financial assistance to employees seeking to expand their knowledge and abilities through continuing education opportunities.

Accordingly, any permanent full-time City employee who has completed at least six months of service is eligible for tuition reimbursement\* for courses that are deemed to be job related by the Personnel Director. Said courses must be taken at an accredited educational institution.

#### **REIMBURSEMENT PROCEDURE**

Employees interested in receiving tuition reimbursement should complete a "Tuition Reimbursement Request Form," and forward it to the Personnel Department for approval, in advance of course registration.

In reviewing the request, the Personnel Director shall take into consideration such factors as the availability of funds, the job relatedness of the courses to be taken, prior reimbursements received by the employee in the current fiscal year, and any other factors deemed relevant.

Employees are eligible for reimbursement for job related courses subject to the following limits:

\*Undergraduate level courses, seminars, and related training opportunities - \$1500 per semester/employee; \$3000 per fiscal year/employee.

\*Graduate level courses (Master's/PhD) - \$2000 per semester/employee; \$4000 per fiscal year/employee.

To obtain reimbursement, employee must submit satisfactory proof of payment from the educational institution indicating enrollment in the approved course, along with a receipt of payment whether in the form of a canceled check, cash receipt, credit card statement or other form deemed acceptable by the Personnel Director.

Upon completion of the course for which the tuition reimbursement was provided, the employee must submit to the Personnel Department documentation in the form of a grade card, transcript, certificate, or other proof that the course was successfully completed. Failure to produce such documentation, or to complete a course for which reimbursement was provided may result in the employee being required to refund the full amount of reimbursement.

\* Reimbursement excludes the cost of books or other required materials; registration fees, lab fees, or any other fees or costs required by the institution for enrollment in the course. It is not a policy of the City of Chelsea to provide reimbursement for undergraduate or graduate degree programs, or for courses which are not related to the duties and responsibilities of the employees' position.

Permanent full-time employees who are covered by other "Educational Incentive Policies" pursuant to the terms of a collective bargaining agreement shall not be eligible for any benefits set forth in this Educational Incentive Policy.

The contents of this policy are presented as a matter of information and general guidance only. While the City endorses the policy, it is not a condition of employment, and the language used is not intended to constitute a contract between the City and its employees. The City necessarily reserves the right to unilaterally modify, revoke, suspend, terminate or change this policy as it sees fit, with or without notice, at any time.



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FR: Guy A. Santagate, City Manager *AS*  
RE: Tuition Reimbursement Policy Addendum  
DT: July 1, 1997

With regard to the Tuition Reimbursement Policy dated February 10, 1997, please be advised of the following changes to that policy, effective this date: (changes highlighted in italics)

1) (Page 1) Forthwith, this policy shall be known as an "Educational Incentive Policy," as opposed to a "Tuition Reimbursement Policy."

2) (Page 2)\*Reimbursement excludes the cost of books or other required materials; registration fees, lab fees, or any other fees or costs required by the institution for enrollment in the course. It is not a policy of the City of Chelsea to provide reimbursement for undergraduate or graduate degree programs, or for courses which are not related to the duties and responsibilities of the employees' position.

Permanent full-time City employees who are covered by other "Educational Incentive Policies" pursuant to the terms of a collective bargaining agreement shall not be eligible for any benefits set forth in this Educational Incentive Policy.

A copy of the revised policy is attached. If you have any questions regarding this matter, please contact the Personnel Office.

## TUITION REIMBURSEMENT REQUEST FORM

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Course Title \_\_\_\_\_

Educational Institution \_\_\_\_\_

Beginning and Ending Dates \_\_\_\_\_

Tuition (excluding cost of books, registration, late, lab or related fees) \$ \_\_\_\_\_

**Course Description:** Attach a copy of the published course description for which you are requesting reimbursement to assist in demonstrating the relationship of the course to your position.

**Course Completion:** Upon completion of the program for which the tuition reimbursement was provided, the employee must submit to the Personnel Department documentation in the form of a grade card, transcript, certificate, or other proof that the course was successfully completed.

I have read and understand the current Tuition Reimbursement Policy for the City of Chelsea. I understand that this request is subject to the approval of the Personnel Director who shall take into consideration such factors as the availability of funds, the job relatedness of the course to be taken, prior reimbursements received in the current fiscal year, and any other factors deemed relevant. I further understand that this is only an application for reimbursement and that should I choose to enroll in any course prior to approval, or should I fail to complete the course, for whatever reason, I may be responsible for the full amount of the tuition.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

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### FOR PERSONNEL DEPARTMENT USE ONLY

Approved \_\_\_\_\_ Date \_\_\_\_\_

Not Approved \_\_\_\_\_ Date \_\_\_\_\_