



Non-Union Employee Education Reimbursement Application

Education reimbursement applications are accepted, reviewed and approved in accordance with the *Education Reimbursement Policy for Non-Union Employees*. The reimbursement limit is \$5,000/employee per calendar year (January 1-December 31). Applications are accepted on a rolling basis throughout the calendar year, and approved in the order received, until appropriated funding is exhausted. Please submit applications to hadmin@somervillema.gov or to the Human Resources Office.

Completed by Employee

Employee Name: _____ Department: _____

Educational Institution: _____

Course Title: _____

Course Description: _____

Course Start Date: _____ Course End Date: _____

Reimbursement Amount Requested: _____

Statement of how coursework will assist employee's professional development, job performance, and career path within the City of Somerville: _____

Employee Signature: _____ Date: _____

Authorization Signatures

Department Head: _____ Date: _____

HR Director: _____ Date: _____

Accepted Denied - Rationale: _____



Non-Union Employee Education Reimbursement Application

Completed by Human Resources

Employee #: _____ MUNIS Dept Location #: _____

Documentation Received: Academic Transcript Proof of Payment

Documentation Approved for Reimbursement: Yes No

Human Resources Director or Designee Signature

Date

Original maintained in Employee's Personnel file