

POLICY

00-06

To: Select Board
cc: Staff
From: Ted Nelson Jr., Town Manager
Re: Policy 00-06 Tuition Reimbursement
Date: August 4, 2000

EFFECTIVE DATE - Immediately

PURPOSE:

The Town of Milton encourages professional enhancement of knowledge and skills in the workplace to the greatest extent feasible. This premise has been incorporated into the Administrative Code and operating budgets.

The Townspeople are served best by a well trained employee group suitably informed and able to apply the most appropriate municipal public service theory and methods. The quality of service improves when those providing service are encouraged to pursue a higher level of understanding of various public service theories and practices. Other members of the municipal work force also benefit from the knowledge gained by those who elect to pursue continuing educational achievement.

PROCEDURE:

Criteria: Full time permanent employees are eligible to seek tuition reimbursement and/or attendance to training programs based upon applicable provisions of the Administrative Code or employee's labor agreement.

Process: Step 1: Any department head may propose budgeting for tuition reimbursement through the annual budget process. The proposed funding originates with the department budget and, if approved at the Town Manager and Select Board levels, is relocated to the Contingency fund for voter approval.

Step 2: Voter approval designates this as being an approved element of the contingency fund. Thereafter, employees from the department initially requesting funds will receive preference in use of

these funds. None of these funds will be available to other, no-requesting, departments until it is clear there are no other employees in the originating department interested in continuing education during the current budget.

Step 3: The employee, from within a funded department, selects a degree program or position related course. The individual then discusses this with his or her department head. The department head evaluates whether or not this is a job related degree program or a college course/training seminar specific to the employee's immediate position. The department must also establish the fact that the proposed course schedule will not have an adverse impact on department operations. The result of the evaluation is shared with both the employee and Town Manager. The employee may appeal the decision by the department head to the Town Manager according to the applicable grievance/appeal process.

Step 4: The Town Manager either confirms or overturns the department head's evaluation and returns with a decision within five (5) working days. The Manager's decision may be appealed by the employee in accordance with existing provisions of the union agreement or Administrative Code. Positive support for enrolling in a course will signify the employee has met the standards of the Administrative Code or union agreement. At this point, the Select Board will be advised, in writing, by the Manager, of the potential for a forthcoming reimbursement to either a student-employee or institution of higher learning.

Step 5: The Town of Milton will process tuition payment to either the student or institution following satisfactory course completion to the level specified by the Administrative Code or union agreement, whichever applies. Following Steps # 1 through # 4 above, the student may elect to enroll in a deferred-payment program offered by the college/university. The student-employee is responsible for establishing a deferred payment plan with the college/university. At the end of each pre-approved course, the Town will issue a check, for the appropriate amount, to the college/university from the contingency line item, only with proof of a passing grade and tuition-fee statement. When the Town receives proof of a passing grade and the tuition statement, an item will be placed on the warrant of the next regular Select Board meeting for payment. The funds will be transferred from the contingency line item to the appropriate Department Training line item. The college/university will then be paid for the cost of tuition.

The student may elect to pay the college/university directly for tuition at the beginning or end of the semester/program. In this case the employee

will be reimbursed from the department budget, for the appropriate amount. This reimbursement will follow proof of satisfactory completion, submission of the appropriate personnel expense reimbursement form, and Select Board approval of fund transfer from Contingency line item to the departmental budget.

POLICY: The Milton Select Board, acting in regular session August 7, 2000 voted in favor of the following;

"Voted in favor of the Tuition Reimbursement Policy, as outlined in Policy 00-06above.

Further that this referenced Policy shall be part of the permanent record by attachment of the same to the Minutes of the aforementioned Meeting."

Filed with the Town Clerk this Aug. 16th, 2000.

Attest: Loretta R. Dennis
A.S.S. # Clerk