



TOWN OF ARLINGTON

DEPARTMENT OF HUMAN RESOURCES

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AFSCME TUITION REIMBURSEMENT POLICY

Created: September 2023 **Effective: September 19, 2023** **Revised: N/A**

- 1. Contract Language:** Tuition Reimbursement – Upon satisfactory completion of a pre-approved course that the Department Head deems beneficial to the Town, the employee shall receive reimbursement equal to 100% of tuition. The Town shall allot a total of \$3,500 for such reimbursement. Approvals shall be given only at the time of enrollment in the course, and will be reimbursed only at completion of the course.
- 2. Eligibility:** Eligible employees are dues paying members of AFSCME who have completed a minimum of one-year of service with the Town. Courses must be pre-approved by the department head and Director of Human Resources in order to qualify for reimbursement. Course approval requests should be made via email to the employee's department head with a copy to the Director of Human Resources. Requests should include: program name, institution, cost and how it relates to their current role and is beneficial to the Town.
- 3. Limitations:** Funding is capped at a total of \$3,500 per fiscal year (July 1st to the following June 30th) for employees who have successfully completed the approved class with a grade of B or better or a rating of pass if the course is not offered for a grade. Each year, course reimbursement capped at the average per semester hour credit at the state college-university level; for 2022 to 2023 the rate is \$286 per credit. The Town shall not be obligated to reimburse more than 3 credits (e.g. \$286 x 3 =\$858) per year to an individual employee.
- 4. Continued Employment Obligation:** Those receiving tuition reimbursement must remain in the employment of the Town for one year after completion of the approved course. Employees who separate prior to one year after the completion of the approved course shall be required to pay back 50% of the amount received from the Town.
- 5. Reimbursement:** After course completion, please submit your original transcript and proof of payment to the department head and Director of Human Resources and the reimbursement process will begin.