



SMEU Employee Education Reimbursement Application

Applicant is required to be an employee of the City of Somerville and have served a six (6) month probationary period, working under Unit A, B, or D of the SMEU contract. Eligibility comes following the probationary period. Courses/classes must be job related or geared towards job advancement with the SMEU and must be taken during off-duty hours. Workshops and seminars may qualify when approved in advance by the Department Head and Human Resources. Courses/classes must be completed with a passing grade or a certificate of completion in order to qualify for reimbursement. Course/class description, cost of the course/class, grade report or certificate of completion, and proof of payment must be submitted to Human Resources for review. Documentation for the Spring Semester should be submitted by June 1st or as soon as possible thereafter. The reimbursement limit per person per fiscal year (July 1 to June 30) is \$2,000, including books and associated fees. SMEU B Food and lodging will not be reimbursed, except for Unit A members per Article XIX, Section 2. Water & Sewer Department employees within SMEU B may request reimbursement for up to \$4,000.00 to acquire a CDL & hoisting license per Article XIX, Section 2 Revision. Please return this form and required documentation to HRAdmin@somervillema.gov or in person to the HR Department Admin Team. Thank you.

Completed by Employee

Employee Name: _____

Employee Address: _____

Unit: ☐ Unit A ☐ Unit B ☐ Unit D

Educational Institution: _____

Course Title: _____

Course Start Date: _____ Course End Date: _____

Reimbursement Amount Requested: _____

Employee Signature: _____ Date: _____

Completed by Department Head

Department Head's Name: _____

Approval Signature: _____ Date: _____

Completed by Human Resources

Vendor #: _____

Documentation: ☐ Academic Transcript ☐ Bank/Credit Card Statement

Documentation Approved for Reimbursement: ☐ Yes ☐ No

Human Resources Director/Designee's Signature: _____ Date: _____