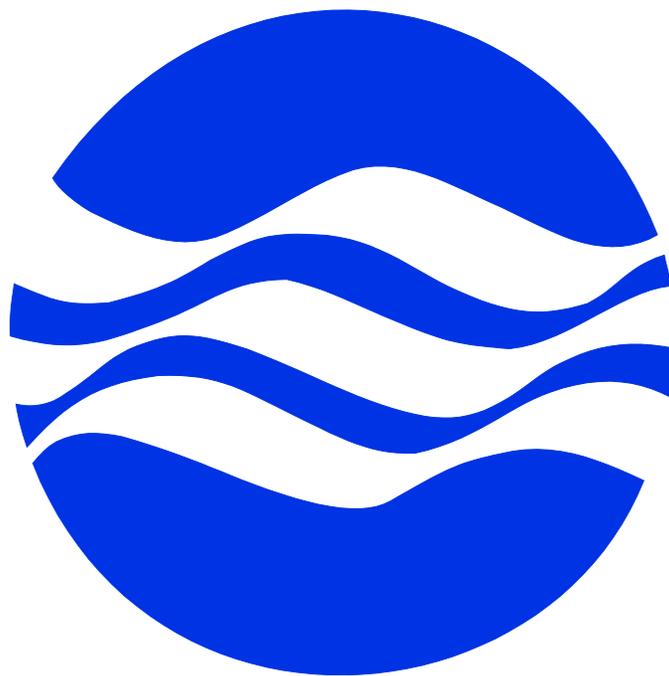


BOSTON WATER AND SEWER COMMISSION



POLICY ON TUITION REIMBURSEMENT

June 30, 2014

**BOSTON WATER AND SEWER COMMISSION
POLICY ON TUITION REIMBURSEMENT**

I. POLICY STATEMENT..... 1

II. QUALIFYING CRITERIA..... 1

III. PRE-ENROLLMENT RESPONSIBILITIES..... 2

IV. REIMBURSEMENT..... 2

V. EFFECTIVE DATE OF POLICY 4

**BOSTON WATER AND SEWER COMMISSION
POLICY ON TUITION REIMBURSEMENT**

I. POLICY STATEMENT:

The purpose of this policy is to promote employee development through the furtherance of education. It is the Commission's intent to encourage its employees to enhance their knowledge and skills through education, to maintain or improve their capabilities in their positions, and to foster employee commitment to the Commission by offering a Tuition Reimbursement Program. The policy applies broadly to all categories of employees - union and non-union, field and office - and to degree and non-degree programs.

Nothing in this policy shall be construed to enhance or conflict with the rights of employees under their respective bargaining unit agreements with the Commission or with any statement of compensation and benefits which has been formally adopted by the Commission.

II. QUALIFYING CRITERIA:

- A. Employees must have completed at least six (6) months continuous, full time active service to be eligible for tuition reimbursement. Employees must also have had a disciplinary record below suspension level for one year immediately prior to the submission of a Tuition Reimbursement Application unless applicable collective bargaining contracts, personal employment contracts, and/or policies, rules and regulations of the Commission provide otherwise.
- B. Employees must remain on the Commission's active payroll through the completion of the course(s) to apply for tuition reimbursement.
- C. Enrollment must be in an accredited educational and/or vocational institution.
- D. Course or program must be directly related to employee's current job or career path or to a job or career to which the employee may reasonably aspire at the Commission. Approval of the Division Chief is required when the course is not directly related to the employee's current job.
- E. Course hours must generally occur outside the regular work day and employees are prohibited from performing any coursework during their regular work schedule. This prohibition applies to both traditional and online courses. In extenuating circumstances, a limited amount of time off from work may be approved by the Division Chief and Executive Director.

III. PRE-ENROLLMENT RESPONSIBILITIES:

- A. Employees: The employee obtains the Tuition Reimbursement Application from the Human Resources Department and completes the form. Employee next submits completed form to Department Manager along with a request in writing of his/her intent to enroll in a course of study. The following information must be included as part of the documentation submitted: degree or non-degree program being pursued; reason for pursuit of program; required curriculum; justification for pursuit of education; and relationship of education to current position or career path at the Commission.
- B. Department Managers: The department managers review the written request and make recommendation to Division Chief. Department Managers must obtain approval from Division Chiefs for programs they seek to pursue.
- C. Division Chiefs: The division chiefs approve or deny the request and route it to Organizational Diversity.
- D. Organizational Diversity: The Organizational Diversity Department verifies information on the application, ensures that it is in compliance with the Policy, verifies that adequate funds are available, approves or denies the application for enrollment in the Tuition Reimbursement Program and processes reimbursements.
- E. Executive Director: The Executive Director approves or denies the application when the employee is a Division Chief and/or a direct report to the Executive Director.

IV. REIMBURSEMENT:

- A. Reimbursement Criteria:
 1. Reimbursable tuition expenses for purposes of this program shall include course tuition and certain fees including, but not limited to, registration fees and laboratory fees. Costs for textbooks are not reimbursable.
 2. The Commission will reimburse up to 100% of the cost of tuition and certain fees per academic year, defined as September through August, subject to the following limitations:
 - for Executive employees, up to \$4,500 per academic year.
 - for Local 6 employees, up to \$4,000 per academic year.
 - for Local 888 employees, up to \$3,000 per academic year.
 - for Local Lodge 100 employees, up to \$2,000 per academic year.
 - for Council 93 employees, up to \$1,500 per academic year.

If there are any inconsistencies between the maximum amounts shown above and the

maximum amounts allowed per the terms of the respective collective bargaining unit agreements with the Commission, the terms of the bargaining unit agreements will prevail.

3. Reimbursement is based on the academic grade received for each course completed. The following table outlines the parameters for reimbursement.

UNDERGRADUATE COURSES		GRADUATE COURSES	
Grade A	100%	Grade A	100%
Grade B	90%	Grade B	90%
Grade C	60%	Grade C	60%
Pass/Fail Course		Pass/Fail Course	
Passing Grade Only	100%	Passing Grade Only	80%

Employees who receive below a grade of C will not be reimbursed.

4. If a Division Chief or the Executive Director requests an employee to take a course, the employee shall be reimbursed for 100% of the tuition costs, certain fees including registration and laboratory fees, and textbooks. All other rules and procedures apply.
5. Reimbursement from other sources, such as grants or scholarships, shall be considered prior to any reimbursement from the Commission.
6. Employees who voluntarily separate from the Commission may be required to reimburse the Commission for any tuition monies received (including monies received for fees and textbooks) within the twelve-month period preceding separation of employment.

B. Reimbursement Procedures:

1. Following completion of course(s), employee submits to Organizational Diversity a copy of the approved request, an itemized receipt of tuition and fee payments and a grade transcript.
2. Organizational Diversity reviews and approves all documentation and initiates the reimbursement process.

V. EFFECTIVE DATE OF POLICY:

This Policy is approved, adopted and effective as of June 30, 2014 and rescinds all past Commission policies on tuition reimbursement.

This Policy was last revised, approved and adopted by the Commissioners at a meeting of the Board on October 17, 1996; previous to that was revised, approved and adopted at a meeting of the Board on November 16, 1994; and was originally approved and adopted at a meeting of the Board on August 15, 1989.

This Policy shall remain in effect until amended or superseded by a vote of the Board of Commissioners of the Boston Water and Sewer Commission.