



**CITY OF NEWTON, MASSACHUSETTS
HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 702
PAGE 1 OF 1 PAGES
EFFECTIVE DATE: 01/01/16**

SUBJECT: BOSTON COLLEGE VOUCHER PROGRAM

1. PURPOSE

To help continue the education of our employees, Boston College has provided the City of Newton with undergraduate course vouchers for the Evening College and graduate course vouchers for the Graduate School of Management to attend classes during either fall or spring semesters.

2. SCOPE

The BC Voucher Program is a separate program from the City's Educational Assistance/Training Policy. Boston College is under no obligation to provide vouchers to the City and may stop this program at any time. Current practice is that Boston College provides the City with ten (10) vouchers per semester.

3. COMMENT

If an employee is interested in being considered for one of the vouchers, they must submit an application to the Department of Human Resources. Voucher applications are available on the City INTRANET, under Human Resource as well as on the City Website.

One voucher per applicant will be granted based on the following criteria (in order of importance):

- 1) Accepted Enrollment in an Undergraduate or Graduate Degree Program at Boston College,
- 2) Relationship to the Employee's current field of work,
- 3) Prior academic performance,
- 4) Availability of other educational financial assistance - preference shall be given to employees not covered by educational assistance as part of a collective bargaining agreement,

If, for any given semester, there are more applicants that meet the above criteria than available vouchers, a lottery will be held. Any employee who does not receive a voucher for that semester will have first priority in the following semester.

If vouchers are still available after all applicants meeting the above listed criteria have received one, a second voucher may be made available to all applicants who would like a 2nd voucher via a lottery system. Once an employee has received a 2nd voucher for a semester, they will not be eligible for further lotteries until such time as all interested applicants have received a 2nd voucher.

Vouchers are **not guaranteed** and may not be disbursed to every applicant due to quantity limitations.

Recipients will be notified after the vouchers have been signed by the Mayor. Employees awarded an Evening College voucher may register for courses at the Woods College of Advancing Studies. For the Graduate School of Management voucher, recipients should contact Carroll School of Management. Employees awarded a BC voucher are responsible for registering for courses with Boston College directly. More information is available at: www.bc.edu.