



Ruthanne Fuller, Mayor

Michelle Pizzi O'Brien
Director of Human Resources

DEPARTMENT OF HUMAN RESOURCES

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INTEROFFICE MEMORANDUM

TO: DEPARTMENT HEADS
FROM: MICHELLE PIZZI O'BRIEN, DIRECTOR OF HUMAN RESOURCES
DATE: DECEMBER 12, 2019
RE: BOSTON COLLEGE VOUCHER PROGRAM – SPRING 2020

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*. There are ten (10) vouchers available for eligible employees for the Spring 2020 semester.

If you, or any of your staff, are interested in being considered for one of the vouchers, please submit your applications to Michelle McGonagle in the Department of Human Resources by email. If you have any questions, Michelle can be reached at (617) 796-1269, or by email: mmcgonagle@newtonma.gov. Voucher applications are available at www.newtonma.gov/benefits under "employee forms."

Vouchers will be granted based on the following factors:

- Immediate job relatedness
- Equitable distribution among departments and classification levels within the City organization
- Current academic involvement with Boston College
- Availability of other educational financial assistance
- Serious commitment on the part of the applicant to complete the program

Please note that vouchers are **not guaranteed** and may not be disbursed to every applicant due to quantity limitations. If you or one of your employees are selected to receive a voucher, no more than one (1) per person will be distributed unless less than ten (10) applicants apply, in which case we will review the option to award more than one voucher per person.

Applications for consideration for either the *Evening School* or *Graduate School* **must be received in the Department of Human Resources by email by 1:00 p.m. on Thursday, January 2, 2020.** 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. *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. Information is available at: www.bc.edu. Classes begin on **Monday, January 13, 2020.**