



MARLBOROUGH MUNICIPAL EMPLOYEES ASSOCIATION (MMEA) EDUCATION INCENTIVE STIPEND APPLICATION FORM

Per the MMEA Collective Bargaining Agreement, MMEA members are eligible to receive an education stipend as follows:

Article 11, Section 5: To be eligible for payment of the Education Incentive in any fiscal year, any interested employee must submit **(a) a certified copy of their post-secondary transcript, (b) diploma or related documentation of degree attainment, and (c) a narrative description of the value their degree attainment adds to the performance of their job for the City** to the Director of Human Resources by no later than the preceding **June 1st** before the fiscal year in which the Education Incentive is to be paid. Upon receipt of this documentation, the Human Resources Director will review it in consultation with the employee's immediate supervisor. Only if the Human Resources Director determines that the employee's educational attainment adds no meaningful value to the employee's job performance will the Education Incentive stipend be denied. If the Education Incentive is granted, then on the first pay period in the fiscal year immediately following the application, the appropriate annual stipend as set forth below will be paid:

Associate's Degree	\$250.00
Bachelor's Degree	\$750.00
Master's Degree or higher	\$1,000.00

Once a particular employee has been deemed eligible for the Education Incentive stipend, that employee will not be required to submit further documentation for payment in subsequent fiscal years. If an employee obtains a degree that would qualify for a higher tier Education Incentive, however, then that employee must go through the above process again to qualify for the higher tier Education Incentive.

All degrees must have been awarded by an accredited college or university. If an employee holds multiple degrees, then the City will provide that employee with a single Education Incentive corresponding to the highest degree attainment. For avoidance of doubt, if an employee holds both an eligible associate's degree and an eligible master's degree, then the employee will receive the Education Incentive stipend for the master's degree only.

Please note: For MMEA members who work less than full-time, this benefit will be pro-rated based upon regular hours scheduled to work.

Please complete the form on the reverse side and return by June 1st to:

City of Marlborough Human Resources
City Hall
140 Main Street, 2nd Floor,
Marlborough, MA 01752

MMEA EDUCATION INCENTIVE STIPEND APPLICATION FORM

This form must be submitted along with the following:

Date: _____

Name: _____

Department: _____

Employment Status:

- Full-time ?
- Part-time?
- If Part-time, number of hours
scheduled per week (will be verified
by Dept Head): _____

Applying for:

- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

Please be sure **all of the following items are attached** when applying for this education incentive stipend (HR will not accept partial submission):

- a certified copy of their post-secondary transcript
- diploma or related documentation of degree attainment
- a narrative description of the value their degree attainment adds to the performance of their job for the City

Please complete and provide the above information and return by June 1st to:

City of Marlborough Human Resources
City Hall
140 Main Street, 2nd Floor
Marlborough, MA 01752

Human Resources Use Only

Date Received in HR: _____

All Paperwork received:

- a certified copy of their post-secondary transcript
- diploma or related documentation of degree attainment
- a narrative description of the value their degree attainment adds to the performance of their job for the City

Education Incentive

- Approved
- Denied

Signature Human Resources Director: _____