

Per the Collective Bargaining Agreement, employees, who, on their own initiative, successfully complete a course or courses approved in advance by the Authority as being related to their job classification or at a level to improve their abilities and qualifications for advancement within the Authority, shall be reimbursed not to exceed five thousand (\$5,000) per year for courses approved in advance by the Authority for ninety percent (90%) of their necessary expenditures for books and tuition related to such course or courses. The Authority shall reimburse an employee upon evidence of satisfactory completion of each phase of the approved program.

(Current CBA 04/01/2022 to 07/31/2027)

EMPLOYEE INFORMATION (please type or print all information)

Employee's Name	Employee ID#	Date of Hire:
Job Title	Department/Location	Phone Extension

ACADEMIC INFORMATION

Name of School:	
Address of School:	
Title of Course(s):	
Approx. Start Date:	
Expected Duration:	
Cost of Course (Tuition/Books)	

EMPLOYEE CERTIFICATION

ATTACHED IS AN ORDER OF STUDY OR OTHER DETAILED DESCRIPTION OF THE COMPONENTS OF THE COURSE FOR WHICH APPROVAL IS REQUESTED. I WILL ASK THE SCHOOL TO SEND PERIODIC REPORTS OF PROGRESS TO THE AUTHORITY (IF AVAILABLE) AND WILL PROVIDE ALL INFORMATION AND ASSISTANCE REQUESTED BY THE AUTHORITY TO FACILITATE THE DETERMINATION OF ELIGIBILITY AND AMOUNT OF REIMBURSEMENT TO WHICH I MAY BECOME ENTITLED.

Employee Signature _____ Date _____

TO BE COMPLETED BY SITE REPRESENTATIVE (HR/LABOR)

Approved as being related to to employee's job classification or at a level to improve their abilities and qualifications for advancement within the Authority.

- ☐ APPROVED
☐ NOT APPROVED

Signature _____ Date _____