



NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION

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October 10, 2019

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LEGAL COUNSEL

RE: CHANGES TO THE CUNY TUITION REIMBURSEMENT PROGRAM

Dear MEA Member:

The Managerial Employees Association's Career Development Program (CDP), in partnership with City University of New York (CUNY) School of Labor and Urban Studies (SLU), School of Professional Studies (SPS), and its other CUNY colleges began offering tuition reimbursements to its members to further their City careers through certificate and degree programs since 2015. To maintain the vitality and purpose of the tuition reimbursement program, while keeping pace with rising costs and the loss of revenue caused by unionization, the MEA will be changing the provisions for the tuition reimbursement program.

Effective January 1, 2020, submitted claims for reimbursement will have a lifetime limit of **\$2,600**. The tuition reimbursement will remain at fifty percent (50%) of the total tuition paid, however, reimbursement will be up to a maximum of \$650 per semester. MEA members currently enrolled in the tuition reimbursement program will be notified in writing of the dollar amount the CDP has already provided for tuition reimbursement. The dollar amount that has been reimbursed will be applied to the \$2,600 lifetime limit. You will be encouraged to check your records for accuracy and if you disagree with our findings, you will have the opportunity to provide supporting documentation for reconsideration and adjustment. *Please note that requesting reimbursements for less than the maximum of \$650.00 per semester, will lengthen the time a member will reach the lifetime limit.*

All courses within one of the approved certificate program or master's degree program (see attached listing) will continue to be eligible for tuition reimbursements. The MEA will not process claims received from new members that enroll in the tuition reimbursement program seeking to obtain a Ph.D. However, members currently enrolled and receiving tuition reimbursements toward a Ph.D. may continue to receive this benefit up to the lifetime limit. Current members who have reached or exceeded the lifetime limit will receive a *one-time* extension to request reimbursement for fifty percent (50%) of the total tuition paid, up to a maximum of \$650 for a semester attended in Academic Year 2019-20 (Spring 2020 semester only).

New members enrolling in the tuition reimbursement program will be required to provide a current resume and an essay of at least 250 words that describes your career goals and how pursuing the program of study will help achieve those goals to advance your City career. If

you subsequently decide to change your program of study, you will be required to notify the MEA Compensation and Professional Development Committee, Attn: Committee Chair in writing before you register for new classes to determine if you will remain eligible for tuition reimbursements.

Requests for tuition reimbursements must be submitted within 90 days of the completion of each semester and include the following:

- (1) the completed **Tuition Reimbursement Application form** (see attached); and
- (2) the dollar amount you want to be reimbursed (the dollar amount requested can be less than but, not more than 50% of the total tuition paid up to a maximum of \$650 per semester); and
- (3) a copy of your Bursar's invoice (receipt) reflecting proof of payment for that semester's college tuition you paid; and
- (4) your transcript indicating that you attained a grade of B+ or higher.

You may e-mail your request for reimbursement to: info@nycmea.org and scan and attached the required documentation with the Subject: Tuition Reimbursement *Semester Year* (i.e. Fall 2019).

The MEA will no longer provide reimbursement for the initial one-time application fee for the certificate or graduate programs. Reimbursements will cover only the classes you have paid for, completed, and passed with the attained grade of B+ or higher.

For members who aspire to advance their careers, the MEA supports you by providing you an opportunity to receive tuition reimbursement. In order to continue our support, we must make changes to the program to ensure that it remains viable.

We firmly believe these changes will not deter your plans of attaining additional education to further your City career, and we wish you continued success in your endeavors.

Sincerely,



Shelly Shulman
President

LB/cy

Cc: Linda Barnes
Adrienne Leaf
Evelyn Nyman

Attachments



NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION

The Managerial Employees Association's Career Development Program (CDP), in partnership with City University of New York (CUNY) School of Labor and Urban Studies (SLU), School of Professional Studies (SPS), and its other CUNY colleges offers tuition reimbursements to its members to further their City careers through the following certificate and degree programs:

CERTIFICATE PROGRAMS

The amount to be reimbursed, based upon a successfully completed semester, will be up to two courses. This applies to Undergraduate or Graduate certificate programs. A grade of B+ or higher must be attained for MEA reimbursement.

UNDERGRADUATE LEVEL	
1.	Certificate in Public Administration and Policy; course format on campus @ the CUNY School of Labor and Urban Studies (SLU)
2.	Certificate in Healthcare Leadership and Advocacy (<i>name change pending NYSED approval, formerly known as Healthcare Policy & Administration</i>); course format on campus @ the CUNY School of Labor and Urban Studies (SLU)

GRADUATE LEVEL	
1.	Advanced Certificate in Public Administration and Policy; course format on campus @ the CUNY School of Labor and Urban Studies (SLU)
2.	Advanced Certificate in Leading Change in Healthcare Systems (<i>name change pending NYSED approval, formerly known as Healthcare Policy & Administration</i>); course format on campus @ the CUNY School of Labor and Urban Studies (SLU)
3.	Advanced Certificate in Management; course format on campus @ the CUNY School of Professional Studies (SPS)
4.	Advanced Certificate in Project Management; course format online @ the CUNY School of Professional Studies (SPS)
5.	Master of Arts in Urban Studies Certificate in Construction Project Management; course format on campus @ the CUNY School of Labor and Urban Studies (SLU)

6.	Executive Master of Public Administration; course format on campus @ CUNY Baruch College of Continuing & Professional Studies-Marxe School of Public and International Affairs
7.	Master of Public Administration; course format on campus @ CUNY Baruch College of Continuing & Professional Studies-Marxe School of Public and International Affairs
8.	Master of Higher Education Administration; course format on campus @ CUNY Baruch College of Continuing & Professional Studies-Marxe School of Public and International Affairs

GRADUATE PROGRAMS

No limitation is placed upon the number of courses completed. Maximum reimbursement will remain at \$650 per semester. A grade of B+ or higher must be attained for MEA reimbursement.



NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION

**CUNY TUITION REIMBURSEMENT APPLICATION **

SECTION I: REIMBURSEMENT INFORMATION

REIMBURSEMENT IS FOR WHICH PROGRAM? (Check Only One)

Undergraduate

Graduate

REIMBURSEMENT AMOUNT: \$ _____ SEMESTER & YEAR: _____ 20_____

SECTION II: MEMBER'S PERSONAL INFORMATION

FULL NAME: Last: _____ First: _____ M.I. _____

ADDRESS:

(include Apt #; C/O) _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE #: _____ CELL # _____ E-MAIL: _____

SECTION III: MEMBER'S AGENCY INFORMATION

AGENCY'S NAME: _____

WORK LOCATION/ADDRESS: _____

WORK TELEPHONE #: _____ FAX: _____

CIVIL SERVICE TITLE: _____ LEVEL: _____

OFFICE TITLE: _____

SECTION IV: EDUCATION BACKGROUND INFORMATION

HIGH SCHOOL GRADUATE: YES NO

GED: YES NO

COLLEGE GRADUATE: YES NO

DEGREE: YES NO

IF YES: TYPE: _____ MAJOR: _____ YEAR RECEIVED: _____

SECTION V: COLLEGE/INSTITUTION INFORMATION FOR REIMBURSEMENT

ARE YOU CURRENTLY ENROLLED IN COLLEGE? YES NO

IF YES, NAME OF COLLEGE/INSTITUTION: _____

COURSE OF STUDY: _____

EXPECTED DATE OF GRADUATION: (Month/Year) _____ / _____ GPA: (This term only) _____

IF YOU ARE **NOT** CURRENTLY ENROLLED IN A COLLEGE/INSTITUTION, IDENTIFY THE CERTIFICATE/MASTER'S DEGREE PROGRAM OF INTEREST BELOW:

Only select one: Undergraduate Certificate Program Graduate Certificate Program Master's Degree Program

NAME OF PROGRAM: _____

LOCATION OF COLLEGE/INSTITUTION: _____

BRIEFLY EXPLAIN HOW THE CERTIFICATE/MASTER'S DEGREE PROGRAM WILL HELP ENHANCE YOUR CAREER.

SECTION VI: ADDITIONAL INFORMATION NEEDED

New members enrolling in the tuition reimbursement program will be required to provide a **current resume and an essay** of at least 250 words that describes your career goals and how pursuing the program of study will help achieve those goals to advance your City career.

Members: If you subsequently decide to change your program of study, you will be required to notify the *MEA Compensation and Professional Development Committee, Attn: Committee Chair* in writing before you register for new classes to determine if you will remain eligible for tuition reimbursements.

SECTION VII: REQUIRED SIGNATURE & DATE

SIGNATURE: _____ DATE: ____ / ____ /20____

Please submit your request for tuition reimbursement and the required supporting documentation as follows:

BY MAIL:

NYC Managerial Employees Association
42 Broadway, Suite 1945
New York, NY 10004
Attn: CDP Committee
Tuition Reimbursement (*Semester Year*)

BY E-MAIL:

info@nycmea.org

SUBJECT: Tuition Reimbursement (*Semester Year*)