

**A RESOLUTION FOR THE PURPOSE OF REPEALING AND REENACTING
CALVERT COUNTY TUITION ASSISTANCE POLICY**

WHEREAS, Calvert County Government encourages the development of all its employees through education and training;

WHEREAS, the Board of County Commissioners of Calvert County, Maryland adopted by Resolution 10-13 a Tuition Reimbursement policy;

WHEREAS, the purpose of a Tuition Reimbursement policy is to foster and promote the training and development of employees in order to:

- (a) Improve the quality of services rendered by employees to the County and the citizens;
- (b) Equip employees for career advancement within County service;
- (c) Develop employees and their skills in order to meet current and future employment needs of the County; and
- (d) Promote personal and professional development; and

WHEREAS, the Board of County Commissioners deems it in the best interest of the public to repeal Resolution 10-13, as amended, and adopt in its place the policy for eligible employees to receive Tuition Assistance set forth herein.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calvert County, Maryland that Resolution 10-13, as amended, is hereby repealed and the Policy attached hereto as Exhibit A and incorporated by reference is hereby adopted.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that the foregoing recitals are adopted as if fully rewritten herein.

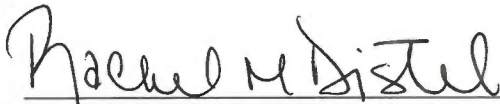
BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that this Resolution shall be effective upon recording without publication of a fair summary, and will stay in effect until amended or rescinded by the Board of County Commissioners of Calvert County, Maryland.


DONE, this 26th day of January, 2021 by the Board of
County Commissioners of Calvert County, Maryland, sitting in regular session.

Aye: 5
Nay: 0
Absent/Abstain: 0


ATTEST:

**BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND**


Rachel M. Distel, Clerk


Earl F. Hance, President

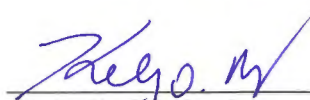
Approved for form and legal
sufficiency by:


Steven R. Weems, Vice-President

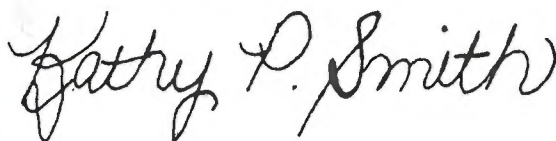

Mike Hart


John B. Norris, III, County Attorney


Thomas E. Hutchins


Kelly D. McConkey

Received for Record January 27, 2021
at 1:39 o'clock P.M. Same day
recorded in Liber KPS No. 63
Folio 61 COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.





**CALVERT COUNTY GOVERNMENT
GUIDELINE/POLICY/PROCEDURE**

BK 0063PG0063

TITLE:	Tuition Assistance and Reimbursement Policy		
ISSUED BY:	Board of County Commissioners		
RESPONSIBLE STAFF:	Department of Human Resources		
ISSUE DATE:	4/9/13	REVISION DATE:	
PURPOSE:	Establish a standardized method to be followed by eligible County employees and affected Departments/Divisions for the application, approval, and reimbursement of tuition for approved work-related courses.		
APPLICABLE TO:	Eligible County Employees		
ATTACHMENTS:			

<input type="checkbox"/> GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually	<input type="checkbox"/> Other Interval:	
<input type="checkbox"/> (Fiscal Year)	<input checked="" type="checkbox"/> As needed	Flag for review on:
<input type="checkbox"/> (Calendar Year)		

I. Tuition Assistance and Reimbursement Policy Overview

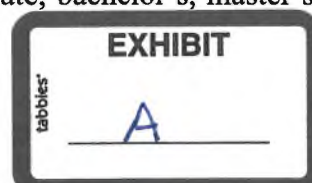
The County provides tuition assistance, subject to appropriation of funds, to eligible employees on a first-come, first-served basis, in accordance with the policies and procedures outlined below. Calvert County encourages employees to take personal responsibility for meeting their specific career and performance goals. Successful completion of college courses is not a guarantee of job advancement, although it is hoped that coursework will enhance the quality of work and improve the employee's opportunities for advancement.

II. Eligibility

The program is open to employees in the following full-time positions: merit, grant-funded, contractual, appointed, and employees of the Sheriff. This program is also open to part-time employees regularly scheduled to work 50% or more of the normal pay period. Employees must successfully complete their initial probationary period or six (6) months of employment, whichever is greater, prior to applying for assistance.

III. Qualifying Education

The course must be "job-related" which is defined as helping an employee do a better job in their current position or "degree required" which is defined as a course to be taken to satisfy the requirements for a degree (such as associate, bachelor's, master's or doctoral



degree) which will better prepare an employee for advancement opportunities within the County.

Courses must be taken at a college or university, accredited through either the "U.S. Department of Education" (www.ed.gov) or the "Middle States Commission on Higher Education" (www.msche.org).

Non-credit or audited classes, classes that are assigned continuing education units (CEUs), and seminars are not eligible for reimbursement under this policy. Courses for certifications, re-certifications, licenses (such as Commercial Driver's Licenses) are not covered by the Tuition Assistance and Reimbursement Policy.

Courses approved under this program must be undertaken on the employee's off-duty hours. It is understood that an employee's first responsibility is to their assignment with the County, and in no case shall an employee's educational pursuits be allowed to interfere with job performance or attendance.

IV. Amount of Reimbursement

Eligible employees may be reimbursed for no more than 15 credit hours per fiscal year, not to exceed \$400 per credit for undergraduate courses or \$600 per credit for graduate and doctorate courses. There will be no exceptions to the maximum reimbursement allowed per fiscal year.

Tuition assistance is applied to the fiscal year in which the course is completed.

If an employee received educational assistance from any other source including, but not limited to, a grant, scholarship, or tuition discount (excluding student loans), reimbursement shall only be provided for the portion of tuition and fees not covered by such assistance.

Costs covered by the program are tuition, registration, lab, telecourse, and web fees. Other itemized costs, such as activity, instructional, late registration, and drop/add fees, books, supplies, and transportation will be borne by the participant. Eligible full-time employees will be reimbursed at 80% and eligible part-time employees will be reimbursed at 40%.

Reimbursement for credits awarded based upon prior learning or work experience will not exceed 80% (full-time employees) or 40% (part-time employees) of the cost of those credits and is subject to appropriation of funds.

Tuition reimbursement may be taxable.

V. Application

The employee is responsible for thoroughly completing the Tuition Assistance Program (TAP) Enrollment Request Form to show how the course or degree qualifies for the program. Specific work examples are encouraged. An employee who would like to be reimbursed for educational courses must submit a TAP Enrollment Request Form for approval prior to beginning the course. Completed applications signed by the Department Head will be submitted to the Department of Human Resources. The Human Resources

Analyst II will consider the appropriateness of the request in meeting the specific needs of the County and determine the availability of funds. The form will then be forwarded to the Human Resources Director for final approval/denial.

Employees are given a copy of the approved/denied TAP Enrollment Request Form once a determination has been made. Employees who do not receive a copy within two (2) weeks of submission should contact the Department of Human Resources.

VI. Conditions of Reimbursement

Upon completion of the course, a copy of the tuition itemized bill/receipt for the cost of the course and a final grade report must be submitted to the Department of Human Resources. The Human Resources Analyst II will verify all criteria have been met and then forward to the Department of Finance & Budget for reimbursement.

This request for reimbursement must be received within six (6) weeks after the end of the course. Failure to do so may result in forfeiture of the reimbursement.

The employee must receive at least a Grade of C for undergraduate courses and at least a Grade of B for graduate or doctoral courses in order to be reimbursed. If PASS/FAIL is the only option, a grade of PASS is required. No reimbursement will be made to employees who withdraw from or for any reason fail to successfully complete a course as stated.

The County may require an employee to provide a transcript.

VII. Service Obligation

Employees who receive tuition reimbursement from Calvert County must continue County employment for one (1) year after the course ending date. An employee who leaves County service prior to fulfilling this requirement shall repay the County full reimbursement. Reimbursement by the employee will not be required if employment is terminated for non-disciplinary reasons. Service requirements may overlap and be fulfilled concurrently.

Employees who leave the County, while enrolled in an approved course, will forfeit pending reimbursement. If however, an employee is laid-off while enrolled in a course that has been approved, the employee may be reimbursed for the approved course pending the satisfactory completion of the requirements as stated in this policy.

VIII. Policy Administration

The Director of Human Resources reserves the right to deny applications that are incomplete, late or not in compliance with the policy. All applications must include a copy of the course description and degree program requirements, if applicable. An application will not be considered complete without recommendation and signature of the Department Head.

This Policy statement shall be distributed to all employees. The Policy shall also be provided to employees and other interested persons upon request without charge.