

Tuition Reimbursement**SCOPE**

Permanent full-time and permanent part-time employees are eligible for tuition reimbursement assistance for approved courses and certain administrative costs based on specific criteria in the applicable Memorandum of Understanding (MOU). Employees who are not represented by a union, but receive the benefits of a specific union, may also use that union's MOU. The employee must meet certain requirements including submission of the tuition reimbursement form, pre-approval of courses at an accredited institution, and maintenance of a minimum grade average.

Employees serving an initial probationary period of six (6) months, one year for employees of the Baltimore Police Department, or any other required probationary period under city regulations are not eligible for tuition reimbursement.

REQUIREMENTS

The requirements for tuition reimbursement concerning the amount of reimbursement may vary based on the MOU applicable to the employees or the Police "Department's General Order, D-8 .

Employees are encouraged to review their current MOU which is available on the City's web site for the Office of the Labor Commissioner (<http://www.ci.baltimore.md.us/government/labor/index.html>) or consult with the agency human resources officer for the specific MOU language for tuition reimbursement or education sections.

The maximum number of allowable courses an employee may take per semester is four (4), with a maximum of 10 credits. Courses may not be taken during the employee's regular working hours. Regular working hours are considered to be any approved shift period.

Employees must sign the designated section of the Tuition Reimbursement form (#28-1608-5005) agreeing to serve as a City employee for one (1) year after completion of any course for which tuition reimbursement was received.

FUNDING TUITION REIMBURSEMENT

Receipt of tuition reimbursement, for eligible employees, depends upon availability of funds in the agency budget. If funds are not available in the requesting employee's agency, the Department of Human Resources (DHR) will disapprove the request for tuition reimbursement.

REIMBURSEMENT LIMITATIONS

Tuition Reimbursement

Administrative fees include registration, library, student activity or student union fees, mandatory fees for accident insurance and health services and a one-time application fee for admission. Unless specified in the applicable MOU, the cost of books is not covered. Limits apply to approval of tuition reimbursement requests and are subject to availability of agency funds. Direct tuition cost does not include the cost of books, special materials, late fees or travel expenses.

Most non-accredited courses or CEU's (continuing education units) are not reimbursable. However, some non-reimbursable courses may be eligible for reimbursement if documentation is provided from a third party showing an accreditation conversion and the acceptance of the credits as a part of an accredited degree program.

REQUESTING TUITION REIMBURSEMENT

When requesting tuition reimbursement, employees must obtain a Tuition Reimbursement form (#28-1608-5005) from their immediate supervisor or the agency human resources officer. A separate form must be completed for each semester in which courses are taken.

RECOMMENDATIONS AND APPROVAL AUTHORITY

The employee, immediate supervisor, agency human resources officer and agency head or authorized designee must sign the form. The immediate supervisor and agency head or authorized designee must indicate approval or disapproval of the request. All disapprovals must include the reason for the denial of tuition reimbursement. Reasons are also encouraged, but not required for approvals. After signature, the request must be forwarded to the Department of Human Resources (DHR), regardless of approval or disapproval.

Approval of a tuition reimbursement request for employees in Civil Service and non-Civil Service classes is the responsibility of the Department of Human Resources. In determining the job-related nature of a tuition reimbursement request, DHR will use the official class specification as the determining factor. DHR reviews all tuition reimbursement forms for compliance with this policy and the applicable MOU.

GRADE REQUIREMENTS

If an employee does not attain a minimum grade of "C" or higher in accordance the applicable MOU or the employee fails to complete the course for any reason other than cancellation by the institution, the employee will not be eligible for tuition reimbursement. Courses take on a Pass/Fail basis are not eligible for reimbursement if the institution offers students the option to receive a letter or number grade.

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Tuition Reimbursement

PAYMENT AUTHORIZATION

Upon receipt of an employee's official report of acceptable grades and proof of tuition payment, the agency must immediately process the tuition reimbursement request for payment.

TIME LIMITS

Time limits apply to all requests for tuition reimbursement. Requests for tuition reimbursement approval must be submitted to DHR at the time of registration or prior to the completion of the semester of enrollment. Late applications for tuition reimbursement will not be accepted.

Upon successful completion of course work, the official grade report of courses taken and proof of payment are to be submitted to the agency human resources officer for further processing. Members of the Fire unions must submit all materials upon successful completion of coursework to the agency human resources officer for submission to DHR. All materials must be submitted prior to the start of the next semester.

RELATED DOCUMENTS

[AM-219-1-1](#) Tuition Reimbursement from Accredited Institutions

AM-303-1 Direct Payment Orders