

STATE OF MARYLAND
MILITARY DEPARTMENT
Fifth Regiment Armory
Baltimore, Maryland 21201-2288

MD Military Department Policy
Number 5-23

September 1, 2000

Management

DEVELOPMENT AND TRAINING PROGRAM
FOR STATE EMPLOYEES

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1. PURPOSE. This policy provides procedures and guidance for administration of the Maryland Military Department Training and

Development Program. Training is provided to employees in order to:

- a. Develop employees according to their capabilities;
- b. Train employees to perform their official duties with maximum efficiency;
- c. Increase and enhance the retention of employees in State service and meet the State's personnel needs; and
- d. Train managers and supervisors to be knowledgeable and skilled in the fair application of laws, regulations and guidelines.

2. APPLICABILITY.

- a. This policy applies to State employees currently employed by the Maryland Military Department.
- b. Employees must have completed an initial probationary period.
- c. This policy does not apply to Temporary or Contractual employees.
- d. This policy does not apply to employees on accident leave or leave of absence without pay until such time as the employee returns to duty.

3. **DEFINITIONS.** In this policy, the following terms have the meanings indicated:

- a. "Appointing authority" means The Adjutant General or The Adjutant General's designated representative.
- b. "Career development plan" means a plan approved by the appointing authority which describes a combination of experience and training designed to prepare an employee to perform the duties of a classification or position.

A Career Development Plan is an important adjunct to the Tuition Reimbursement Program. Most college and university

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majors (declared major course of study) require elective courses that may not be directly "job-related." These courses can be reimbursed if the electives are part of an approved Career Development Plan.

A Career Development Plan lists all the courses in the program of study, including the electives. The Career Development Plan can be referred to when reviewing a Training Request to determine if the course being requested can be approved for tuition reimbursement.

The declared major must be a program of study that relates to an established need of the Appointing Authority (in other words, it must be job-related). A Career Development Plan must be approved before the electives can be reimbursed. A Career Development Plan can be amended with the approval of the Director, Personnel Office.

c. "In-service training" means training designed for State employees, which is arranged, offered, and supervised by or with the approval of the Appointing Authority and conducted at State-operated facilities or locations chosen or approved by the Appointing Authority.

d. "Job-related training" means a course or program directly related to an employee's job duties.

e. "Out-service training" means job-related training which is approved by the Appointing Authority and is provided to employees by universities, colleges and organizations outside of State Government.

f. "Release time" means time away from assigned duties without loss of pay and without charge to earned leave.

g. "Remedial education" means a full spectrum of basic skills relative to mathematics, reading, writing and the language arts.

h. "Training" means the process of making available to and enrolling an employee in a program of instruction designed to increase the employee's skills, knowledge and abilities in the

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performance of current duties or in areas of work which will be related to the employee's job responsibilities in State service.

4. **GENERAL.** Release time may be granted to an employee to attend a course during work hours provided that the course is offered only during work hours and has appropriate supervisory approval.

5. **IN-SERVICE TRAINING.**

a. Procedures.

(1) An employee should contact the Training and Development Coordinator in the State Personnel Office for available training, personal training needs or guidance.

(2) Applicant must complete DMIL Form 1, MD Military Department Training Request Form (Appendix A). Form must be approved/signed by immediate supervisor. Attach all course information to the form.

(3) Generally, all requests must reach the State Personnel Office two weeks prior to the training date, unless additional time is required for a particular course.

(4) Refer to Maryland Military Department Regulation 5-2, Standard Travel Regulations for Military Department State Employees, dated 11 July 1989, for travel guidance for training.

(5) An employee must complete and submit DMIL Form 2, Course Verification and Evaluation Form (Appendix B), no later than two weeks after course completion.

(6) If provided a completion certificate, attach a copy to the DMIL Form 2.

b. Training Authorization.

(1) Training is contingent upon funding availability.

(2) All training **MUST** be pre-approved by the Appointing Authority or designee. Costs for unauthorized training may become the responsibility of the employee.

(3) Training must be determined to be job-related.

(4) Employee will receive notice of approval or disapproval. If approved, employee will be registered and receive course confirmation.

6. OUT-SERVICE TRAINING.

a. Eligibility.

(1) To be eligible for reimbursement, an applicant's most recent annual performance appraisal overall rating must have been at least "meets standards."

(2) An employee who is not required to serve an original probationary period shall have completed an amount of service equal to that required to completing a probationary period in a skilled service position.

b. Guidelines.

(1) Undergraduate and Graduate Course Work - An employee may be reimbursed for an undergraduate or graduate course when the course has been identified as job-related.

(2) Career Education Program - An employee may be reimbursed for an education or training program at a non-credit or professional school or institution. The program must be job related or meet identified needs of the Agency.

(3) Maximum Authorized Dollars - The rate of reimbursement will not exceed the maximum "per credit" charge in effect at the University of Maryland at the time reimbursement is requested. At its discretion, based on budgetary or other constraints, the Appointing Authority may, at any time, without notice, change or limit the per credit dollar amount paid for tuition reimbursement. Applicants are encouraged to investigate educational opportunities at those institutions where per credit rates do not exceed the maximum rate charged by the University of Maryland.

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(4) Maximum Authorized Credits - Full-time employees may receive reimbursement for a maximum of 18 semester credits (or its equivalent) per calendar year. Part-time employees may be reimbursed for a maximum number of credit hours that is equal to the funded percentage of their position (example: 50% workers may be reimbursed for 9 semester credits annually).

(5) Credit Equivalents - For tuition reimbursement for employees pursuing certification in institutions where semester credit hours are not applicable, the following formula will be used to compute the equivalent of semester credit hours:

15 clock hours = 1 semester credit hour

(6) Other Funding Sources - Tuition reimbursement will not be authorized for any portion of the tuition that is available to the participant from other public sources, i.e. Veterans Educational Benefits, Maryland National Guard State Tuition Assistance Program, Scholarships, etc.

(7) Work Release Time - When it is necessary to attend an approved course which is offered only during working hours, a participant may be granted "release time" from duty during working hours provided the time does not exceed 6 hours per week and is approved by the supervisor.

(8) Conditions that must be met for reimbursement are as follows:

(a) Employees must receive at least a grade of "C" or better for undergraduate course work.

(b) Employees must receive at least a grade of "B" or better for graduate course work.

(c) Employees who are enrolled in a Career Education Program must certify or document completion of a program or a program segment.

(d) There will be no reimbursement for withdrawing from a course.

(9) Reimbursable Expenses:

- Tuition
- Books
- Registration fees
- Lab and/or technology fees
- Student activity fees

(10) Non-Reimbursable Expenses:

- Application fees
- Parking fees
- Graduation fees
- Cost of equipment
- Deferred or late payment fees
- Fines

(11) Automatic Removal from the Tuition Reimbursement Program:

- (a) Failure to maintain an appropriate GPA.
- (b) Failure to remain productive in the work place.
- (c) Job-related disciplinary procedures.
- (d) Transfer, resignation or termination from the Maryland Military Department.

c. Procedures.

(1) Pre-Approval -

(a) Before the beginning of the semester, submit an MS-551 Form, Application for Out-Service Training Authorization (See Appendix C), to your immediate supervisor to notify your supervisor of your desire to take a course. Attach a DMIL Form 3, Career Development Plan (See Appendix D), if required. Refer to Page 2, 3b for a description of a Career Development Plan. Also, attach a copy of the course description.

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(b) After approved/initialed by supervisor, submit MS-551 Form with the necessary attachments to the State Personnel Office at least three weeks prior to the course start date.

~~(c) The employee-student must initially pay all~~ costs out-of-pocket according to the requirements of the school they are attending.

(d) Refer to Maryland Military Department Regulation 5-2, Standard Travel Regulations for Military Department State Employees, dated 11 July 1989, for travel guidance for training.

(2) Training Authorization -

(a) Training is contingent upon funding availability.

(b) Employee will receive a copy of the MS-551 Form, approving or disapproving application and certifying funds are available. When the employee receives final approval to attend the course, the employee should formally register with the school.

(3) Reimbursement -

(a) After the semester, the employee must submit to the State Personnel Office:

- Expense statement;
- Grade report;
- Receipts for tuition, fees, and books.

(b) The tuition, fees and books are then reimbursed.

7. **INFORMATION TECHNOLOGY STABILIZATION MEASURES PROGRAM.** The purpose of this program is to enhance the skills of existing IT staff and to develop skills for persons wishing to pursue a career in this field. Employees receiving tuition reimbursement

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will be expected to fulfill an obligated service agreement or repay the State for any costs.

a. Eligibility.

(1) ~~Participants must be non-temporary State~~ employees in the State Personnel and Pension System who have satisfactorily passed an initial probationary period; non-temporary employees in a designated classification; employees assigned to work on one or more mission critical IT projects as determined by management; employees who satisfactorily complete assigned mission critical project essential job functions and deliverables within prescribed time frames.

(2) Contractual employees, temporary employees, and employees in the Executive Pay Plan **ARE NOT** eligible for this IT training program.

b. Guidelines.

(1) All courses must be directly related to information technology or part of an approved career development plan. The career development plan must include a combination of experience and training designed to prepare an employee to perform IT duties when the employee completes the course work.

(2) The tuition cost reimbursement cannot exceed the maximum per credit hour charge of the University of Maryland, College Park.

(3) Reimbursement from the Department of Budget and Management will provide for tuition cost and books (if applicable) at accredited schools, colleges, universities or private companies. Transportation will be the responsibility of the employee and/or the agency.

(4) The rate of reimbursement will be 100% for a grade of a "C" or better and/or successfully completing a training workshop. There will be no reimbursement for withdrawing from a course or for a "D" grade or below.

c. Procedures.

(1) Pre-Approval -

(a) Requests for IT Tuition Reimbursement must be made on the Office of Personnel Service and Benefits Application (OPSB/IT001) "Application For Information Technology Stabilization Measures Program Authorization" (Appendix E).

(b) Each course/workshop must be listed on a separate form.

(c) A letter must accompany applications from the employee's supervisor indicating how the training is related to the organization's Information Technology plan.

(d) The applicant must sign both the front and the back of the *Application for Information Technology Stabilization Measures Training Program*.

(e) Applications must be received by the State Personnel Office at least 25 days before the course/workshop is to begin. Applications filed by all employees must be approved by the appointing authority of the agency, the Information Technology Director of the agency, and reviewed by the Director of the Employee Development and Training Institute for consistency with policy and guidelines and to authorize course/workshop payment.

(2) Training Authorization -

(a) When the employee receives final approval to attend the course from the Employee Development and Training Institute, the employee should formally register with the school. Please allow sufficient time for approvals to meet any school registration deadlines.

(b) If the employee is unable to attend a training session, the Employee Development and Training Institute, as well as the appointing authority, must be notified as soon as possible. Failure to attend approved training

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sessions may jeopardize future approvals of training for the employee.

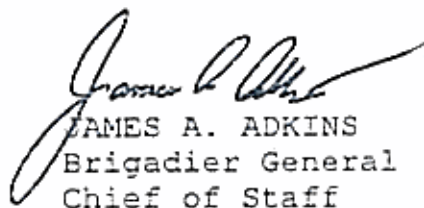
(3) Reimbursement -

(a) Once the course/workshop has been completed, the employee must submit to the State Personnel Officer:

- Expense statement;
- Grade report;
- Receipts for tuition, fees, and books.

(b) The tuition, fees and books are then reimbursed.

FOR THE ADJUTANT GENERAL:


JAMES A. ADKINS
Brigadier General (MD)
Chief of Staff

Appendices:

- A - DMIL Form 1, MD Military Dept. Training Request Form
- B - DMIL Form 2, Course/Seminar Verification and Evaluation Form
- C - MS-551, Application for Out-Service Training Auth.
- D - DMIL Form 3, Career Development Plan
- E - OPSB-IT001, Application for Information Technology Stabilization Measures Program Authorization

Distribution:

Each State Employee and Supervisor.

STATE OF MARYLAND

APPLICATION FOR OUT-SERVICE TRAINING AUTHORIZATION

Major State Department	Agency, Institution or Unit !!	Agency Code
Employee's Name (Last, First, M.I.)	Social Sec. #	Position Classification
Duties To Which Requested Training Relates		Phone Number
Reason For Training		Probation Over?
Career Development <input type="checkbox"/> Job Related <input type="checkbox"/>		Yes ___ No ___
If Approved Career Development Plan is on File, please indicate: <input type="checkbox"/>		
Please Indicate Type of Out-Service Training:		
<input type="checkbox"/> Tuition Reimbursement	<input type="checkbox"/> Long Term	<input type="checkbox"/> Short Term
<input type="checkbox"/> Work Study	<input type="checkbox"/>	<input type="checkbox"/>

TRAINING APPLIED FOR

Name and Address of Organization Providing Training	Course Title (and Number)	Semester Hours
Attach Brochure or Catalog Describing Course		
Duration of Training	ESTIMATE OF COST	
Beginning Date _____	State Paid	Paid by Others
Ending Date _____	Total	
Hours of Training _____	Registration Or Tuition	
Working Hours _____	Books, etc	
After Work _____	Travel	
Weekly Total _____	Room and Subsistance	
	Estimated Total	
	Amount of State Expense Approved \$	Method of Travel

I Certify That The Information Given in This Application is Correct and Request Approval _____ (Signature and Date)

The appointing authority of this agency approves this application and certifies that funds are available _____ (Sign) _____ (Date) _____ (Title)	The Secretary of the department approves this application and recommends the training requested _____ (Sign) _____ (Date) _____ (Title)	The Secretary of DOP authorizes this training as consistent with policy, rules and regulations _____ (Sign) _____ (Date) _____ (Title)
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CAREER DEVELOPMENT PLAN

EMPLOYEE INFORMATION

Name:		
Last	First	MI
Social Security Number:		
Work Location:		
Work Phone Number:		
Job Title:		
Name of Supervisor:		
Supervisor's Phone Number:		

II. SCHOOL INFORMATION

Name of School:	
Address:	
Advisor/Contact:	Phone:
Degree/Certificate Title:	
Major Area of Study:	
Number of Credits Required for Degree/Certificate:	

III. JOB RELEVANCE INFORMATION

A. Briefly describe the duties and responsibilities of your present job.

B. What are your career objectives for the next five years?

C. How do you feel the Military Dept. would benefit by your acceptance into the Tuition Reimbursement Program?

(Attach additional sheets if needed)

