

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 12, 2011

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4264, EDUCATIONAL ASSISTANCE PROGRAMS**

**ORIGINATOR:** Renee A. Foose, Deputy Superintendent

**RESOURCE PERSON(S):** Donald Peccia, Assistant Superintendent, Human Resources

**RECOMMENDATION**

That the Board of Education reviews the proposed deletion of Policy 4264. This is the first reading.

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Attachment I – Policy Analysis  
Attachment II – Policy 4264

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 4264  
EDUCATIONAL ASSISTANCE PROGRAMS**

**Statement of Issues or Questions Addressed**

Board of Education Policy 4264 has not been reviewed since 1984. Policy 4264 outlines the process to be used by classified employees for obtaining tuition reimbursement. Staff is recommending that the policy be deleted. The process for obtaining tuition reimbursement is found in the ESPBC and AFSME Master Agreements, as well as in Human Resource's departmental procedures. As such, the policy is no longer needed.

**Cost Analysis and Fiscal Impact on School System**

No fiscal impact is anticipated by the deletion of this policy.

**Relationship to Other Board of Education Policies**

None.

**Legal Requirements**

None

**Similar Policies Adopted by Other Local School Systems**

None

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

No other alternatives were considered.

**Timeline**

First Reading – July 12, 2011

Public Comment – August 9, 2011

Third Reading – September 6, 2011

PERSONNEL: Classified

Compensation Plan: Educational Assistance Programs

Within the limitations of amounts budgeted each year for this purpose, full or partial reimbursement of tuition may be made to those regular classified employees who are employed fifteen (15) hours per week or more and who satisfactorily complete approved education or training to improve knowledge and skills.

1. General Objectives

- a. To provide financial assistance to permanent classified employees who attend courses to improve performance in their present position or to prepare themselves for promotions in the educational system.
- b. To enable all eligible regular classified employees to apply for educational assistance for course work at recognized educational institutions. Acceptable educational institutions may include business schools, colleges, universities, adult education centers, professional, scientific, and technical institutes.

2. Procedures

- a. An employee desiring to participate in the Educational Assistance program must completed three (3) copies of the Classified Application for Course Approval, available from the Department of Personnel, within thirty (30) days of course enrollment, and submit them to the appropriate administrator. The appropriate administrator may comment as to the relative value of the course to the employee in his/per present position or a promotional position and forward it to the Department of Personnel for action by the appropriate specialist in personnel. After approval or disapproval of the request, the specialist in personnel will return two copies of the application to the employee. No reimbursement will be made without prior course approval.
- b. After satisfactory completion of the course for which reimbursement has been approved, the employee shall submit two (2) copies of the Application for Educational Reimbursement to the Department of Personnel along with an official grade notice and receipts for monies spent on tuition. The Department of Personnel shall then authorize reimbursement to the employee.

- c. Should the employee be separated from the Board of Education for any reason other than leave of absence or layoff prior to receiving reimbursement, authorization for educational assistance will be rescinded, since the intent of this program is to improve educational services through financial assistance to career employees. In the event an employee is on leave or is in layoff status, reimbursement due will be held in abeyance until he/she returns to active service.

### 3. Policy for Reimbursement

Qualified personnel shall be eligible for up to the currently authorized maximum reimbursement per credit hour or the tuition cost, whichever is less, to be paid upon presentation of a passing grade. Only nine (9) semester hours will be honored per fiscal year. For non-credit courses, the credit equivalent (for purposes of reimbursement only) shall be established by dividing the total number of hours of formal instruction by fifteen (15).

### 4. Limitations

- a. Documentation of satisfactory completion of the course(s) is required for reimbursement.
- b. Reimbursement shall be based upon tuition only. Related fees such as registration, testing, lab and library fees, cost of books and materials are not reimbursable.

Policy  
Adopted: 6/13/74  
Revised: 3/25/82  
Revised: 4/26/84]

Board of Education of Baltimore County