



Policy 408

Subject	
COLLEGE TUITION ASSISTANCE/ EDUCATIONAL INCENTIVE PROGRAM	
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By Order of the Police Commissioner

POLICY

1. **Education.** It is the policy of the Baltimore Police Department (BPD) to encourage members to seek educational opportunities by offering financial reimbursement for enrolling in college-level, work-related accredited courses.
2. **Compensation.** Members who have earned a baccalaureate degree from an accredited college or university may receive recognition in the form of a monetary award.

GENERAL

1. Members seeking financial assistance to participate in college-level, work-related courses may take advantage of tuition aid programs provided by the BPD and the City of Baltimore. Financial assistance is subject to academic performance, the availability of funds, and eligibility requirements. Members must take courses only during off-duty hours.
2. All tuition payments are made in the form of reimbursement to the registered member. The BPD does not pay any course fees, registration fees or tuition in advance. Reimbursement is limited to courses offered by accredited institutions within the State of Maryland. Out-of-state courses with a significant level of on-campus attendance will be considered on a case-by-case basis. Reimbursement is not available for non-credit courses, including seminars, conferences or correspondence courses.
3. Final authority for approval or disapproval rests with the City of Baltimore, Department of Human Resources located at:

201 East Baltimore Street, Suite 300
Baltimore, Maryland, 21202
4. Furthermore, reimbursement will only be paid for out-of-pocket costs. If a member receives grants and/or scholarships, those monies will be deducted before compensation is determined.
5. The BPD's "Educational Incentive Program" is available to sworn members up-to and including Lieutenants, who have successfully obtained a baccalaureate degree from an accredited college or university.

Baltimore Police Department Tuition Assistance Program

All sworn and non-sworn members are eligible for this program.

1. The City of Baltimore Tuition Reimbursement Form (Appendix A) must be completed at least 30 days prior to the first day of class and submitted to the Director, Human Resources Section (BPD) who will forward it to the Baltimore City Department of Personnel, Civil Service Commission, for approval/disapproval.
2. The Tuition Reimbursement Notification, Form 262 (Appendix B), must be completed at least 30 days prior to the first day of class and submitted to the Director, Human Resources Section (BPD). If approved, same will be forwarded to the Department of Human Resources, City of Baltimore (DHR) for final approval/disapproval. If approved, by DHR, DHR will forward the approved documents to the BPD Fiscal Services Section for payment. If disapproved, BPD Human Resources shall notify the member and state reason for the disapproval.

NOTE: If the Tuition Reimbursement Notification, Form 262 is submitted less the 30 days prior to the first day of class, it will be disapproved by the DHR.

3. Eligible members must enroll in approved accredited courses for the attainment of a job-related degree.

NOTE: Sworn members must ensure that the "Division Name" field, of the "City of Baltimore Tuition Reimbursement Form", is addressed appropriately and reflective of the member's current assignment. The DHR will reimburse funds to members pursuing a degree (or taking courses) in a non-law enforcement degree program, so long as the member works in the corresponding unit/division. If DHR is unable to determine whether or not a member works in a unit/division that requires a specific skillset, and said member is requesting reimbursement for non-law enforcement courses, compensation will not be provided.

4. Eligible members must take courses that are provided by an accredited or State approved institution. The Baltimore City Department of Personnel, as well as, the DHR determines the acceptability of the institution.

NOTE: Most non-accredited courses or CEUs (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.

5. Members must attain a grade of "C," "Satisfactory," or better to receive reimbursement. Lesser grades shall not be reimbursable. A passing grade in a pass/fail course will be computed as a "C" for the purposes of reimbursement, unless the institution documents otherwise.
6. Members may receive aid up to 50% of the direct tuition cost, with the total credit and courses at all accredited institutions within the State of Maryland, not exceeding a maximum of ten credits per semester and/or four courses per semester.
7. Sworn personnel may receive up to \$25.00 per semester for administrative fees (registration, library, student activity or student union fees), regardless of the number of institutions attended.

8. Reimbursable administrative fees do not include late fees, library fines, parking fines, textbooks or additional course materials and other expenses incurred by the student.
9. Tuition aid will be provided only if funds are available in the BPD's budget.
10. Upon being reimbursed by the BPD, the member is required to sign a College Tuition Repayment Promissory Note, Form 20 (Appendix D), and agree to remain with the BPD for at least one year after the date indicated on the College Tuition Repayment Promissory Note, Form 20.

NOTE: If the member leaves the BPD for any reason (except lay-off) before the end of one year from the date indicated on the "College Tuition Repayment Promissory Note," Form 20, all financial aid received within this one year period must be repaid to the City. Transfers between City agencies will not be considered as leaving City employment.

REQUIRED ACTION

Member

Prior to Enrolling in a College Course(s)

1. Complete the City of Baltimore Tuition Reimbursement Form (Appendix A) and the Tuition Reimbursement Notification, Form 264 (Appendix B), and promptly submit it to the BPD Human Resources Section, at least 30 days prior to the first day of class.

NOTE: Follow-up with BPD Human Resources Section to ensure that the above listed forms were promptly forwarded to the DHR.

Upon Completion of College Course(s)

2. Apply for reimbursement through the Fiscal Services within 30 days after completion of the course by submitting the following:
 - 2.1. Official grade report.
 - 2.2. "Tuition Paid in Full" receipt for the accredited course.
 - 2.3. Completed College Tuition Repayment Promissory Note, Form 20.
 - 2.4. Complete form ET/100, Authority for Reimbursement, Law Enforcement Program
 - 2.5. Submit all documents to the Fiscal Section.

NOTE: The BPD will not reimburse tuition if the reports and receipts are not submitted within 30 days of the issuance of the grade report. If for any reason the college drops a course and a new course is added, a new Tuition Reimbursement Notification, Form 264, must be submitted.

Commanding Officer, Human Resources Section

1. Upon completion of review, forward both the City of Baltimore Tuition Reimbursement Form

(Appendix A), and the Tuition Reimbursement Notification, Form 264 (Appendix B) to the DHR (for review and approval) and BPD Fiscal Services Section. Ensure that the paperwork is forwarded to DHR promptly as DHR also requires a 30 days to process and approve the above listed forms.

2. Ensure promissory notes and/or certificates of course completion are placed in the member's personnel file.
3. Ensure an official transcript or diploma in a sealed envelope is sent to the Director, Human Resources Section.
 - 3.1. Only an official transcript, mailed directly from the college/university's Registration Office to the Director, Human Services is acceptable.
4. Notify the Baltimore City Bureau of Payroll and Disbursements, in writing, of any employee who is required to repay tuition reimbursement to the City, because of employment termination (except lay-offs).
5. Notify member of tuition disapproval and provide explanation for same.

Director, Fiscal Services

1. Upon receiving the approval packet from DHR, reimbursement paperwork shall be processed.
2. Once processed, forward to the Bureau of Accounting & Payroll Services (BAPS) for payment.
3. Original paperwork will be forwarded back to BPD HR for filing.

Baltimore Police Department Educational Incentive Program

To be eligible for this program, you must be a sworn member up to, and including, the rank of Lieutenant, and:

1. Hold a baccalaureate degree from an accredited college or university.

REQUIRED ACTION

Member

1. When eligibility for participation in the Educational Incentive Program (EIP) has been attained, apply in writing, via official channels, to the Director, Human Resources Section.
2. Ensure an official transcript is mailed directly from your college/university's Registrations Office to the Commander, Human Resources Section.

ADDITIONAL INFORMATION

Acceptance into the EIP does not carry with it the designation of "Police Agent." Sworn members of the BPD currently holding the designation of "Police Agent" shall continue to hold that designation until promotion, or separation from employment.

APPENDICES

- A. City of Baltimore, Tuition Reimbursement Form
- B. Tuition Reimbursement Notification Form 264
- C. Authority for Reimbursement Law Enforcement Program, Form ET/100
- D. Promissory Note, Form 20

RESCISSION

Remove and destroy/recycle General Order D-8, *College Tuition Assistance/Educational Incentive Program*, dated 7 July 2003.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

City of Baltimore, Tuition Reimbursement Form

CITY OF BALTIMORE TUITION REIMBURSEMENT

- INSTRUCTIONS: 1. EMPLOYEE a.) Print legibly or use typewriter. b.) Complete all applicable sections... 2. IMMEDIATE SUPERVISOR AND AGENCY HEAD: See Administrative Manual 219-1 for processing details.

EMPLOYEE'S NAME (LAST, FIRST, MIDDLE INITIAL), SOCIAL SECURITY NO., BUSINESS PHONE NO., DATE OF THIS REQUEST, AGENCY NAME, BUREAU NAME, DIVISION NAME, EMPLOYEE'S JOB TITLE, JOB CLASS NO., JOB-RELATED DEGREE SOUGHT?, NAME OF SCHOOL, SCHOOL ADDRESS, YES. IF YES, GIVE NAME OF DEGREE!

COURSE INFORMATION table with columns: COURSE NO., COURSE TITLE, COURSE DATES FROM TO, CREDIT HRS., COST, AMOUNT APPROVED. Includes ADMINISTRATIVE AND LABORATORY FEES section with COST, DESCRIPTION OF FEE, and GRAND TOTAL.

EMPLOYEE'S AGREEMENT: I understand that I am obligated to serve as a City employee for one year after completion of any of the above courses...

RECOMMENDATIONS: IMMEDIATE SUPERVISOR, AGENCY HR OFFICER, AGENCY HEAD OR DESIGNEE. Includes checkboxes for APPROVAL/DISAPPROVAL and signature lines.

FOR DEPARTMENT OF HUMAN RESOURCES USE ONLY: REQUEST IS: [] DISAPPROVED (SPECIFY REASONS); [] APPROVED FOR THE AMOUNT SHOWN ABOVE. Includes fields for NAME AND TITLE OF DHR OFFICIAL, SIGNATURE, DATE.

FOR AGENCY USE ONLY: PROCESSING FOR PAYMENT: PAYMENT TO EMPLOYEE OF THE FOLLOWING AMOUNT IS AUTHORIZED -> \$, AGENCY HEAD SIGNATURE, DATE.

APPENDIX C

Authority for Reimbursement, Law Enforcement Program Form 100



AUTHORITY FOR REIMBURSEMENT

<i>DATE</i>

FORM 100/16

Employee	
Name :	
Assignment :	Rank & Sequence:
College/University :	

Name of Completed Course	Term	Grade	Tuition	Reimbursed Tuition

TOTAL REIMBURSEMENT COST		
Approved Signature:	MANDATORY FEES	
Approved Printed Name & Sequence:		
Date	TOTAL REIMBURSED	

**The above named member has completed the course(s) listed and is entitled to the amount of reimbursement as indicated. Reimbursement rate is 50% of cost for grades A, B, and C (no reimbursement is made for grades below C).*

APPENDIX D

College Tuition Repayment Promissory Note, Form 20

Police Department
Baltimore, Maryland

COLLEGE TUITION REPAYMENT PROMISSORY NOTE

Form 92/20

Amount: \$	Date:
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WHEREAS, the Baltimore Police Department (the "Department") encourages its members to participate in educational programs directed towards improving their work performance within the Department and aiding in their future development in the field of law enforce; and

WHEREAS, Baltimore Police Department Police Officers, desire financial assistance to participate in college level work-related programs,

NOW THEREFORE:

FOR VALUE RECEIVED I, _____ ("Member"), promise to pay, to the order of the Baltimore Police Department the sum of _____ (\$ _____), bearing interest at the rate of ten (10%) percent per annum, payable immediately if Member fails to remain in the employment of the Department at least one (1) year after the date of _____ which is the date upon which I, the Member, completed the college courses for which I am receiving reimbursement. The Member agrees to remain in the employment of the Department for one (1) year after the date of _____.

I realize that this Note is consideration for the college tuition reimbursement I will receive.

Failure of the Member to comply with or to perform any provision of this Notice.

DEMAND, NOTICE OF DISHONOR, PROTEST AND PRESENTMENT are hereby waived and the Member does hereby authorize and empower irrevocably any attorney at law to appear for member in any court and waive the issuance of service and process, and to confess judgment upon this Note against me, the undersigned member in favor of the Holder hereof for the amount which may be due together with interest and cost.

No waiver of any default hereunder shall be construed as a waiver or any subsequent default, and Member waives any benefit which might be accorded by the applicable statutes of limitations as a result of any extensions granted by Holder, and the exercise of any right hereunder shall not waive the right to exercise such right thereafter.

If any term of this Note shall be held invalid, illegal or unenforceable in whole or in part, neither the validity of the remaining part of such term, nor the validity of the remaining of this Note shall in any way be affected thereby.

WITNESS OUR HANDS AND SEALS THIS _____ day of _____, 20 ____.

Witness	MEMBER / MAKER
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