

BALTIMORE CITY PUBLIC SCHOOLS

Bernard C. “Jack” Young
Mayor, City of Baltimore

Linda Chinnia
*Chair, Baltimore City Board of
School Commissioners*

Dr. Sonja Brookins Santelises
Chief Executive Officer

TUITION REIMBURSEMENT POLICY AND PROCEDURES

The Baltimore City Public Schools will grant tuition reimbursement to employees, subject to available funds, for tuition charges from an accredited institution recognized by the Maryland State Department of Education offering undergraduate or graduate courses. The amount to be reimbursed is determined each funding period by the available funds and based upon BCPS policy or negotiated agreements.

To receive reimbursement, employees must:

- Submit an online request tuition reimbursement by the established deadline date. Deadline dates can be found in your union handbook or on the main page of the tuition reimbursement webpage at www.BaltimoreCitySchools.org/tuition-reimbursement.
- Submit a promissory note if required by your contractual agreement.
- Be certified as eligible by the Office of Teacher Certification and/or Office of Human Capital.
- Forward a grade report along with an itemized tuition statement to the Office of Human Capital upon satisfactory completion of requested and approved course work within the required deadlines.
- Be in active service at the time of request and time of reimbursement.

Policies

- Employees on approved Study Leave, whose coursework has met the guidelines of this policy, will be reimbursed during the designated payment period upon return to active service. An exception will be made for staff on Sabbatical Leave whose reimbursement will be the same as for those members who are in active service.
- Tuition payments by the Board shall be taxed as required by federal and state laws. All tuition payments are made on the regular paycheck. Tuition reimbursement cannot be made on summer school paychecks.
- For 10 month employees—grades and tuition itemized statements submitted during the summer will be applied to the first paycheck in the fall.
- Employees may be responsible to repay City Schools all or a portion of tuition monies received if the terms of the negotiated agreement or BCPS policy are not fulfilled. It is the employee’s responsibility to understand the terms.

Below is a summary of tuition repayment rules. Please refer to the negotiated agreement or BCPS policy for full details.

Baltimore Teachers Union (BTU-PSRP)

The tuition benefit policy outlined in the BTU Teacher Agreement, states that the Baltimore City Board of School Commissioners shall pay a portion of the cost of tuition fees for courses taken by teachers up to and including twelve (12) credit hours per year in an educational field or related educational area.

Tuition payment percentage requirements are as followed:

1. Certification or job-related courses. MSDE Credits are considered professional development courses and are not reimbursable.
2. Bachelors and below- 75% tuition reimbursement
2. Master's Degree or Equivalent and above - 50% tuition reimbursement
3. Grade requirement - B or better (B- non-reimbursable)
 - Classified BTU employee with less than five (5) years of continuous service receiving tuition reimbursement shall be required to remain an employee of the Board for two (2) school years following receipt of tuition reimbursement. Teachers with less than five (5) years of continuous service who voluntarily terminate employment shall return 75% of all tuition monies paid by the Board for the previous two (2) school years.
 - Classified BTU employee with five (5) or more years of continuous service shall be required to remain an employee of the Board for one (1) school year following the receipt of tuition reimbursement. Teachers with more than five (5) years of continuous service who voluntarily terminate employment shall return 100% of all tuition monies paid by the Board for the previous semester. Teachers who retire from BCPSS are not required to reimburse the Board.
 - Classified PSRP employee receiving tuition reimbursement shall be required to remain an employee of the Board for three (3) school years following the reimbursement. If the Paraprofessional voluntarily terminates employment with the Baltimore City Public Schools, he/she shall return all tuition reimbursement for the previous three (3) school years.

Public School Administrators and Supervisors Association-PSASA

The tuition reimbursement fund for each school year of the current Agreement shall be \$125,000. Each Unit II (PSASA) employee may apply to receive tuition reimbursement up to a maximum of \$3,000 per person per academic year. Unit II (PSASA) employees will receive full reimbursement for successful completion of the Maryland State Department of Education Testing Examination for Administrator II Certification up to a maximum of \$500.00.

City Union of Baltimore-CUB

Upon approval of the BCPS, employees shall be granted benefits and shall be reimbursed, providing the employee meets all qualifications, consisting of not more than four (4) courses, for job-related courses or those leading to a job-related degree. Affected employees shall be further reimbursed for laboratory and administrative fees not to exceed thirty dollars (\$30.00) per semester.

These qualifications include the following:

1. Six Month Waiting Period from date of hire
2. Job-related courses
3. 10 credits per semester
4. 50% of tuition cost
5. Grade requirement - C or better

All personnel requiring a special license to maintain a position shall be reimbursed for renewal fees, other than motor vehicle operating licenses, by the BCPS.

Fraternal Order of Police

Upon approval of the BCPS, employees shall be granted benefits and shall be reimbursed, providing the employee meets all qualifications, consisting of not more than four (4) courses, for job-related courses or those leading to a job-related degree. Affected employees shall be further reimbursed for laboratory and administrative fees not to exceed thirty dollars (\$30.00) per semester.

These qualifications include the following:

1. Six Month Waiting Period from date of hire
2. Job-related courses
3. 10 credits per semester
4. 50% of tuition cost
5. Grade requirement - C or better

All personnel requiring a special license to maintain a position shall be reimbursed for renewal fees, other than motor vehicle operating licenses, by the BCPS.

Unaffiliated

The tuition benefit policy states that the Baltimore City Board of School Commissioners may pay a portion of the cost of tuition fees for courses taken by unaffiliated employees with six (6) or more months of continuous service up to and including ten (10) credit hours for a job-related course as approved by BCPS. Employees are responsible for paying registration and application fees.

Tuition payment percentages requirements are as followed:

1. 50% for job-related course
2. \$25.00 allowance per semester for fees
3. Grade requirement - C or better or Pass

An unaffiliated employee receiving tuition reimbursement shall be required to remain an employee of the Board for one (1) year following the reimbursement. If the employee voluntarily terminates employment with the Baltimore City Public School System, he/she shall return all tuition reimbursement for the previous year.

Local 44

Employer will provide financial assistance, up to the annual limit of funds hereinafter described, for college courses, technical training classes, and other continuing education (collectively referred to as "courses") to bargaining unit employees who successfully complete such courses under the following conditions:

- (1) The courses must be intended to improve performance in the employee's present position, or to enhance the employee's job-related skills, or to prepare the employee for promotion within the educational system;
- (2) the employee must receive prior approval for each course in writing from the Department of Human Capital in order for that course to be eligible for financial assistance; application for advance course approval must be made to the Chief Human Capital Officer, Attention: Tuition Reimbursement, 200 East North Avenue, Baltimore, Maryland, 21202; Human Capital will inform the employee of its decision on the application within fourteen (14) calendar days of the filing of the application;
- (3) Each employee will be eligible for reimbursement of the cost of tuition and fees for such courses, up to a maximum of two hundred and fifty dollars (\$250) per credit hour (up to a maximum of nine (9) credit hours per fiscal year) upon successful completion of such course, as demonstrated by a grade report or transcript showing a grade of "C" or better, or certificate of successful completion, mailed to the address above; courses not having

traditional credit values will be assigned a fair and reasonable equivalent value by Human Capital during the course approval process;

(4) The overall funds available for this purpose each fiscal year are limited and will only be available to employees on a first-come, first-served basis; when such funds are exhausted for the fiscal year, no further applications for such financial assistance will be approved