


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION	PROGRAM: TRAINING AND EDUCATION
	DCD #: 30-6
	TITLE: Out –Service Training and Education Programs
	ISSUED: February 1, 1989
	APPROVED: Original Signed by Elmanus Herndon ACTING COMMISSIONER

- I. References:
- A. State Employees Personnel Regulations 06.01.01.01 and 06.01.01.53
 - B. Department of Public Safety and Correctional Services Financial Operating Procedure No. 1-6
 - C. Department of Public Safety and Correctional Services Guidelines for the Tuition Reimbursement Program
 - D. DCD 50-12
- II. Applicable to: Headquarters, State Use Industries, and All Institutions
- III. Purpose: To establish application procedures for out-service training opportunities and the tuition reimbursement program
- IV. Definitions:
- A. Out-Service Training - Any training for a State employee when:
 - 1. a fee is paid by a State agency for this training, or
 - 2. a State agency allows "release time" for training when this training is not conducted by State employees in the course of their normal duties.

- B. Part-time Tuition Reimbursement Program - An out-service educational training opportunity designed to improve the quality of employees' service while assisting them in meeting essential post-secondary educational and degree granting requirements. The training is received by an employee on a part-time basis, usually on the employee's own time, but paid for by the State up to a limited amount in a fixed period of time.
- C. Short-term training assignments - assignments wherein an employee is granted "release time" for a period not to exceed 6 weeks to engage only in full-time training at the expense of the State
- D. Director - Director of Staff Development and Training
- E. ITM - Institutional Training Manager, and, for the purposes of this DCD, the person at State Use Industries designated to act in this capacity

V. Policy:

- A. Out-service training and education opportunities shall be provided to employees who are expected to continue in State service for a period which will justify such training.
- B. Employees shall be eligible for short-term out-service training assignments regardless of job classification, educational background, or length of employment.
- C. Employees shall have a minimum of one year in State service and be in permanent status before the start date of training received through the part-time tuition reimbursement program. (This applies to both permanent full-time and permanent part-time employees). However, if appropriate, applications can and should be made prior to this date.
- D. Employees will be denied out-service training and tuition reimbursement if there is not an overall satisfactory, or higher, rating on the most recent annual efficiency rating.

VI. Procedure:

A. Dissemination of Information

1. In coordination with the Assistant Commissioner - Bureau of Administration, the Director shall disseminate information about out-service training opportunities and the tuition reimbursement program.
2. The Director shall send all relevant information to the ITM at each institution, as well as State Use Industries.
3. Information received by the ITM shall be disseminated institutionally by means of announcements at roll calls and staff meetings, posting on bulletin boards, in-house memoranda, scheduled appointments for interested employees, etc.

B. Application Procedures

1. The Director shall provide each ITM with an adequate supply of MS-551 (Application for Out-Service Training Authorization) and OS-1-TG (Part A - Determination of Course Work Relatedness) forms.
2. The ITM shall make the forms available to institutional employees, and shall provide employees with completion instructions. In the case of the tuition reimbursement program, interested employees shall be given a complete packet of the tuition reimbursement guidelines.
3. Employees shall complete MS-551 forms for appropriate out-service training programs. At a minimum, an MS-551 and OS-1-TG shall be completed for each semester of participation in the tuition reimbursement program. Other tuition reimbursement forms may also be required depending upon the nature of the course or program.
4. The ITM shall collect completed forms, checking them for timeliness, neatness, completeness, and accuracy.
5. Forms meeting the above criteria shall be initialed by the ITM and forwarded to the warden or designee for review, approval, and signature.

6. Forms signed by the warden shall be forwarded through the ITM to the Director for processing at the headquarters level.
7. Applications related to out-service training must be received at the headquarters level by no later than 30 working days prior to the start date of the program.
8. Applications for the tuition reimbursement program may be denied if not received by the Director within five working days prior to the first class meeting day.

C. Each managing officer shall issue the institutional directive(s) to implement and comply with this regulation.

VII. Attachment: Appendix 1, Management Audit Form

VIII. Rescission: None

Distribution:

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