

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: Negotiated Agreements
Responsible Office: Organizational Development

Tuition Reimbursement

I. PURPOSE

To delineate the roles and responsibilities for implementing tuition reimbursement in accordance with the negotiated agreements between the employee associations and the Montgomery County Public Schools (MCPS) Board of Education (Board)

II. BACKGROUND

MCPS recognizes the necessity for a well-trained, professional workforce. The tuition reimbursement program builds the capacity of schools and offices to function as learning communities to promote and ensure student achievement by increasing employee effectiveness within their current positions and by assisting employees to prepare for other positions within MCPS.

Negotiated agreements between the Board and the employee associations representing MCPS employees define the terms of tuition reimbursement.

III. ELIGIBILITY

- A. Permanent, active MCPS employees who work 20 hours or more per week are eligible for tuition reimbursement as specified in negotiated agreements. Tuition reimbursement for exempt staff is handled separately through the Office of Organizational Development (OOD).
- B. Upon request, tuition reimbursement payments will be processed after the course has been satisfactorily completed with a grade of “C” or better for an undergraduate course, a “B” or better for a graduate level course, or a “Pass” for a pass/fail course, as verified by a transcript.

IV. ROLES AND RESPONSIBILITIES

- A. OOD is responsible for implementing and overseeing the operations of the tuition reimbursement programs established by negotiated agreements between employee organizations and the Board. Specifically, OOD is responsible for the following:
 - 1. Developing tuition reimbursement guidelines in collaboration with representatives of the employee associations and in accordance with agreements negotiated with employee associations;
 - 2. Communicating descriptions of reimbursable tuition expenses, eligibility priorities, and reimbursement procedures to MCPS employees, appropriate offices and other stakeholders;
 - 3. Functioning as a resource for MCPS staff and administrators;
 - 4. Maintaining databases of employee tuition reimbursement applications and transactions;
 - 5. Establishing direct reimbursement procedures to third party course providers where appropriate; and
 - 6. Reimbursing tuition requests that have been properly documented and submitted.

- B. MCPS employees seeking reimbursement for eligible professional development tuition and expenses are responsible for the following:
 - 1. Reviewing and complying with the published tuition reimbursement guidelines for their employee organization;
 - 2. Submitting requests for reimbursement within the published deadlines, including all appropriate paperwork for those expenses that have been paid by the employee; and
 - 3. Ensuring the accuracy of information submitted for tuition reimbursement.

- C. Priorities
 - 1. Tuition reimbursement requirements and processes will be clear, concise, and consistently applied.

2. Except where negotiated agreements differ, tuition reimbursement processes will be consistent across employee associations.
3. Tuition reimbursement documents submitted correctly will be reimbursed in a timely manner.

Administrative History: New regulation, August 10, 1987; revised March 11, 1997; revised September 29, 2009.