

## SEIU Negotiated Agreement Article 28

D. Some education and training, which can either increase unit members' effectiveness in their current positions or can assist them to prepare for other positions within MCPS, may be available through other educational institutions or agencies. Such courses usually are offered for credit at schools, adult education institutions, or other agencies.

1. To encourage unit members to take courses that will benefit them and MCPS, either in their present positions or another position to which they aspire within MCPS, the Board agrees to reimburse unit members for not to exceed 50 percent of the current cost of in-state tuition at the University of Maryland, College Park, of approved courses or for 50 percent of the cost of vocational certification tests, up to a maximum of nine credits or the equivalent per fiscal year.

2. Non-college training will be reimbursed by converting clock hours to credits, 15 clock hours equals 1 credit. Prior approval for these classes is available, and encouraged, if there is a question about whether the class is reimbursable or not.

3. Employees generally will not be reimbursed for outside courses or training if such courses are also offered by MCPS and are available to the employees in the unit. Exceptions will be made for credits that are needed as part of a degree, certificate, or professional development program in which the employee is enrolled if the MCPS course would not be counted and the credits would otherwise be reimbursable. Exceptions may also be made for other valid reasons (e.g., the MCPS courses are full and unavailable).

4. SEIU Local 500 shall be furnished, on an annual basis, with the names of employees receiving tuition reimbursement hereunder, and the amount of such reimbursement.

E. SEIU Local 500 and the Board realize that many unit members may desire to obtain further education and training to improve present job skills or qualify for other positions within MCPS. To enable unit members to achieve this aim, the Board supports a program of released time for unit members on permanent status who work 20 or more hours per week. The unit member's supervisor and the associate superintendent of the Office of Staff Development may authorize up to 10 percent of the unit member's monthly scheduled work time to attend classes. Travel to and from classes must be included and must not interfere with job performance or the needs of the school system.