REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: GBM
Responsible Office: OFFICE OF ACADEMICS, OFFICE OF HUMAN RESOURCES, DIVISION OF PROFESSIONAL LEARNING AND ORGANIZATIONAL ADVANCEMENT

PROFESSIONAL IMPROVEMENT – EMPLOYEES

A. PURPOSE

To establish procedures for support of continuing education coursework and position related training through tuition reimbursement for such professional improvement.

B. BACKGROUND

Anne Arundel County Public Schools (AACPS) recognizes the importance of a highly skilled workforce. The tuition reimbursement program, establishing of cohorts, training programs, and support for employee development builds the capacity of schools and offices to ensure student achievement by increasing employee effectiveness within current positions and by supporting employees to prepare for other positions within AACPS.

The terms of tuition reimbursement are defined by the negotiated agreements for represented employees and terms of employment for non-represented employees.

C. PROCEDURES

1. AACPS develops tuition reimbursement guidelines in collaboration with representatives of employee associations in accordance with negotiated agreements or terms of employment, as applicable.

2. The Office of Human Resources shall maintain information about tuition reimbursement on the AACPS website.

3. Employees seeking reimbursement for eligible professional development tuition and expenses are responsible for:

    a. Reviewing and complying with published tuition reimbursement terms for their employee group;

    b. Submitting requests for reimbursement to the Office of Human Resources within

the published deadlines, including all required documentation; and

c. Ensuring the accuracy of the information they submit for tuition reimbursement.

4. Tuition reimbursement processes shall be consistent across employee groups except where negotiated agreements or terms of employment differ.

5. AACPS shall recoup any overpayment of tuition reimbursement.

6. AACPS shall establish direct reimbursement agreements and procedures to third party course and training providers where appropriate.

Regulation History: Issued 07/13/16; Technical Edit 11/02/26

***Note Previous Regulation History*:** None

Legal Reference: None