

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

2014 Legislative Session

Bill No. CB-57-2014

Chapter No. 67

Proposed and Presented by Council Members Turner, Davis, Franklin, Harrison, Lehman
Olson, Patterson and Toles

Introduced by Council Members Turner, Davis, Franklin, Harrison, Lehman, Olson,
Patterson and Toles

Date of Introduction October 14, 2014

BILL

1 AN ACT concerning

2 Tuition Assistance Program

3 For the purpose of revising the County's Tuition Assistance Program to provide additional
 4 educational benefits to further the development and growth of County employees; establishing a
 5 Tuition Assistance Fund; specifying the purposes and uses of the Fund; providing for the
 6 financing and administration of the Fund, and generally relating to tuition assistance.

7 BY repealing and reenacting with amendments:

8 SUBTITLE 16. PERSONNEL.

9 Section 16-210,

10 The Prince George's County Code

11 (2011 Edition; 2013 Supplement).

12 BY adding:

13 SUBTITLE 10. FINANCE AND TAXATION.

14 Sections 10-310, 10-311, 10-312, 10-313, and 10-314,

15 The Prince George's County Code

16 (2011 Edition; 2013 Supplement).

17 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
 18 Maryland, that Section 16-210 of the Prince George's County Code be and the same is hereby
 19 repealed and reenacted with the following amendments:

20 **SUBTITLE 16. PERSONNEL.**

DIVISION 15. DEVELOPMENT AND INCENTIVES.

Sec. 16-210. Tuition assistance program.

(a) There is hereby established a Tuition Assistance Program for the purpose of providing tuition reimbursement to full- and part-time permanent merit and exempt status employees upon their successful completion of college-level courses attended at accredited institutions and related to the nature of such employee's duties, tasks, and responsibilities. The Tuition Assistance Program is designed to facilitate employee career development and upward mobility in the interests of quality public service and is subject to funding availability in the Tuition Assistance Fund pursuant to Subtitle 10, Division 22. The Tuition Assistance Program will be administered in accordance with established personnel procedures and will provide for the establishment of an oversight committee, development of criteria for participation and approval, and [identification of available revenue] is subject to the provisions of the Tuition Assistance Fund pursuant to Subtitle 10, Division 22.

(b) Full-time employees may receive up to Three Thousand Dollars (\$3,000) each per fiscal year and part-time employees may receive up to One Thousand Five Hundred Dollars (\$1,500) each per fiscal year for tuition assistance.

(c) A participating employee in the Tuition Assistance Program shall have worked for the County for at least one (1) year, has had no disciplinary action against them within the last year of employment with the County, and has a minimum performance evaluation of Satisfactory.

(d) All employees who receive such tuition assistance shall remain in the County Government employment for at least two (2) years from the date of conclusion of said education program. All employees seeking tuition assistance shall successfully complete the educational course(s) in its entirety.

(e) In the event the employee who receives such tuition assistance does not comply with the requirements of Subsection (d), said employee shall refund all disbursed monies to the County unless the requirements are waived by the Director of Human Resources Management.

SECTION 2. BE IT ENACTED by the County Council of Prince George's County, Maryland, that Sections 10-310, 10-311, 10-312, 10-313 and 10-314 of the Prince George's County Code be and the same are hereby added:

SUBTITLE 10. FINANCE AND TAXATION.

DIVISION 22. TUITION ASSISTANCE FUND.

Sec. 10-310. Fund established.

There is a non-lapsing Prince George's County Tuition Assistance Fund ("Fund").

Sec. 10-311. Purposes and uses.

The purposes of the Fund are to provide for additional educational benefits that will further the career development and growth of all County employees and further the goals and objectives of the Prince George's County Government.

Sec. 10-312. Financing the Fund.

(a) Sources. The Fund may be financed from:

(1) current expense funds;

(2) transfer of funds under this Division;

(3) any contributions, donations, or appropriations by the United States, the State of Maryland, any other political jurisdiction, or any private entity; and

(4) any other funds designated and provided by the County.

(b) Treatment. Monies provided by the County to the Fund under Subsection (a) of this Section shall be treated as a transfer to the Fund.

(c) Non-lapsing. All funds deposited, transferred or otherwise allocated to the Fund, and any interest earned on those funds, shall not revert to the unrestricted fund balance of the General Fund of Prince George's County at the end of a fiscal year, or at any other time, but shall be continually available for the uses and purposes for the Tuition Assistance Program pursuant to Section 16-210 without regard to fiscal year limitation.

Sec. 10-313. Administration of the Fund.

(a) Administration. The Director of Human Resources Management or other designee of the County Executive shall administer the Fund according to accepted principles of sound accounting and fiscal management.

(b) Operation. The operation of the Fund shall be subject to the availability of funding.

Sec. 10-314. Reporting.

The Director of Human Resources Management or other designee of the County Executive shall provide an annual report to the County Council and County Executive that details the activities, budget, and expenditures undertaken by the Fund from all available funding sources on or before December 31st of each year. The report shall include an assessment of ways to prospectively improve the administration and effectiveness of the Tuition Assistance Program.

1 SECTION 2. BE IT FURTHER ENACTED that for FY 2015 and for each fiscal year
2 thereafter, it is anticipated that the County shall appropriate a minimum of \$250,000 to the Fund,
3 as provided for in the County approved expense budget.

4 SECTION 3. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)
5 calendar days after it becomes law.

Adopted this 12th day of November, 2014.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Mel Franklin
Chairman

ATTEST:

Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Rushern L. Baker, III
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

In accordance with Section 411 of the Charter of Prince George's County:

The County Executive having failed to return this Bill within ten (10) days after the date of its presentation to him with either his approval or veto, this Bill became law on 12/3/2014. Effective Date: 1/20/2015.