

(g) *Pooling of Resources:*

*Departments and inter-departmental divisions should cooperate to the maximum extent necessary in pooling resources, facilities, and talents in meeting common training needs. Larger organizations should accommodate the smaller organizations having limited capabilities for training to participate in their training programs. Arrangements may be made for a pro rata portion of the cost of such shared training. The Office of the Commissioner will assist small agencies in arranging for in-service training with other agencies.*

(k) *Out-Service Training*

(1) *Authorization of outside training:*

(a) *The Commissioner may delegate the authority to department heads to approve employee out-service training provided the following conditions are met:*

(1) *training does not exceed one hundred and twenty classroom hours per each six months;*

(2) *tuition and related fees do not exceed three hundred and fifty dollars per participating employee per each six months;*

(3) *the agency has certified within fifteen work days after the out-service training has started, that the training is in accordance with policies, procedures, and regulations of the State.*

(b) *Authority to approve employee's participating in any single outside training program, in excess of one hundred and twenty hours duration for any six month period or which involves expenditures by the Maryland State government in excess of three hundred fifty dollars per participating employee in any six month period for tuition and related fees, is retained by the Commissioner.*

(2) *Determination Requirements*

*Training of employees, through out-service training, may be authorized or recommended only after a determination by the department concerned that employees who are already trained cannot be utilized as instructors and that adequate training is not reasonably available in other State agencies. The Office of the Commissioner shall be available for advice and assistance in making this determination.*

(3) *Prohibited Purposes*

(a) *Out-service training for the purpose of filling a position by promotion is prohibited if there is another employee on the promotional eligible list. The Commissioner, may at his discretion, waive this provision provided a previously approved career development program has been filed and approved by the Commissioner.*

(b) *The selection of an employee for out-service training or the payment or reimbursement by the State of Maryland of the costs of such training is prohibited either for the purpose of providing an opportunity to such employee to obtain an academic degree which is not in accord with his career development plan.*

(c) *The expenditure of funds for out-service training for the purpose of raising the general educational level of an employee is not*