

*considered to be a legitimate and responsible function of the State and is prohibited. Employees seeking "general education" as opposed to necessary training" should be encouraged to obtain such education on their own time and at their own expense.*

*(4) Limitations*

*Except as provided for in this Subsection 5 below, the following limitations shall apply:*

*(a) The number of employees annually in out-service training for each department in any fiscal year shall not exceed ten percent of the total number of employees employed by the department for that year.*

*(b) No employee having less than one year of service with the State of Maryland shall be eligible for out-service training, unless such training is part of the approved career development plan for the employee.*

*(c) In the first ten year period of an employee's continuous service following the date of his initial entry into State service and in each ten year period of service thereafter, the time spent by an employee in out-service training shall not exceed one year.*

*(5) Waivers of Limitation*

*(a) Limitations may be waived by the Commissioner upon a finding that the postponement of the training would be contrary to the approved career development plan for the employee concerned or such other reason as the Commissioner considers sufficient.*

*(b) If a waiver of limitations is desired, a written request for the waiver must be forwarded to the Commissioner at least thirty calendar days prior to the beginning of training. The request for waiver must be signed by the department or agency head and should include the following items:*

*(1) the name or names of employees for whom the waiver is requested;*

*(2) the factors which are considered to justify the granting of such a waiver.*

*(6) Computing Time in Training.*

*For the purpose of these regulations:*

*(a) An employee assigned to full time out-service training is counted as being in training the same number of hours he is in a pay status during such training assignment up to a maximum of eight hours a day, forty hours a week.*

*(b) An employee assigned to out-service training on less than a full-time basis is counted as being in training the same number of hours he spends in class with the instructor in such training.*

*(7) Obligated Service Agreements*

*(a) Each employee selected for out-service training will be required to enter into a written obligated service agreement. This agreement must be executed prior to the assignment to the training and will reflect the conditions outlined below:*