

(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:

(1) That each employee will complete his training satisfactorily and will continue in the service of the State of Maryland for a period equal to three times the number of classroom hours spent in out-service training, unless prior to the expiration of the period of obligated service he is involuntarily separated from the employment of the State of Maryland. The period of time an employee is required to agree to continue in the service of the State shall begin on the first day after the end of the training covered by this agreement;

(2) That if the employee is voluntarily separated following training, and prior to the expiration of the period for which he had agreed to continue in the service of the State of Maryland, he will pay to the State of Maryland, the amount of additional expenses incurred by it in connection with his out-service training on a pro rata basis.

(B) Agreements are not required under the following circumstances:

(1) When out-service training is provided by manufacturers as a normal service incidental to initial purchase or lease of their products;

(2) When out-service training will not exceed one hundred and twenty hours in a single six-month period or three hundred and fifty dollars for tuition and related fees;

(3) When training will involve no expense to the State of Maryland.

(8) Failure to Fulfill Obligated Service Agreements. (A) Employees who transfer to another agency: An employee who transfers to another State agency before fulfilling his period of obligated service shall not be required to pay the additional expenses of out-service training.

(B) Employees who leave State service: An employee who leaves State service before completing his period of obligated service shall reimburse the State of Maryland on a pro rata basis for the costs of additional expenses incurred through out-service training.