



WORK STUDY PROGRAM GUIDELINES & PROCEDURES

Training Services Division
Office of Human Resources
Maryland Department of Health
201 W. Preston Street
Baltimore, MD 21230

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WORK STUDY GUIDELINES

WORK STUDY GUIDELINES AND PROCEDURES

The purpose of these guidelines and procedures is to provide information and instruction regarding the Work Study Program application and participation process. This program is administered by the Training Services Division (TSD).

WHAT BENEFITS DOES THE WORK STUDY PROGRAM PROVIDE

1. Attend class that is offered during the regular work day
2. Attend online courses that are listed as being synchronous (meaning only available at a specific time).
3. Continue to receive normal pay, benefits, and sick/annual leave while earning an education degree or certificate.

ELIGIBILITY FOR PARTICIPATION

In order to participate in the program, participants must:

1. Be a merit employee (working at least 50%)
2. Be employed in the current position for a minimum of one year
3. Have a satisfactory PEP rating at the time of the application, and throughout the program
4. Not be on any type of probation.

COSTS

MDH does NOT assume any of the costs participants may incur during their program.

ACCEPTABLE EDUCATIONAL PROGRAMS

These include credit and non-credit courses leading to a certificate or degree. **All colleges/universities must be accredited by the U.S. Department of Education.**

WHAT IS YOUR ROLE - EMPLOYEES

1. Maintain at least a C grade for all classes.
2. Maintain at least a Satisfactory rating on your PEP throughout the program.
3. Complete and submit to TSD all required forms.
4. Inform your supervisor and TSD of any changes to the course of study.

WHAT IS YOUR ROLE - SUPERVISOR

1. Review and approve the employee's Career Development Plan.
2. Review and approve the initial and subsequent Work Study Program application requests.
3. Approve timesheets, after checking that the proper work study worktag, and accurate use of work study time used reflects the time requested on the application.
4. Monitor academic progress and employee work performance during the employee's participation in the program.
5. Inform all necessary personnel regarding the employee's participation in the program including the appointing authority, human resources personnel, and payroll/timekeeping staff.
6. Inform TSD if the employee leaves State service.

WHAT IS YOUR ROLE - TRAINING SERVICES DIVISION

1. Review, approve or deny application requests.
2. Manage all aspects of an employee's participation in the program.
3. Work with the OHR Payroll Division to ensure accuracy of submitted timesheet.
4. Determine obligated service hours at the conclusion of the employee's program.
5. Track obligated service hour repayment and communicate status to the participant.
6. Inform the Accounting office of any cash repayments that may need to be established.

OBLIGATED SERVICE

1. Obligated Service repayment begins when a specific work study program has been completed resulting in an earned degree or certificate, if the participant is dismissed from the Program, or if the participant leaves State service.
2. The agreement states that the income received while participating in the Work Study program is a loaned salary paid by the Maryland Department of Health. If a participant resigns from the Department before completing their obligated service repayment, they will have to pay the Agency the "unpaid" balance of the "loan" in cash. Any cash repayments will be paid to the employee's cost center.
3. The amount of obligated service to be repaid is based on the work study hours used each week during the program. Repayment is made by the participant's continued work hours. Any unpaid balances remaining if the employee leaves the Agency will be made in cash, based on the

employee's per hour salary rate when they began the Work Study Program.

4. All obligated service must be repaid prior to applying to participate in a new work study program.
5. If a position is abolished or if an employee leaves at no fault of their own, the obligated service agreement will be considered to be satisfied.
6. If the Secretary decides that the separation from the Department is the result of adverse, unforeseen, or extenuating circumstances that impose undue personal hardship, the employee may be released from the obligated service agreement. This requires the employee to submit a hardship letter to the Secretary.

PARTICIPANT TASKS: APPLYING TO THE PROGRAM

| TASK | FREQUENCY |
|--|--------------------------------------|
| Complete the Work Study Checklist | Required for each course |
| Complete the Career Development Plan; send to TSD | Once, unless course of study changes |
| Complete the Obligated Service Agreement; send to TSD | Once |
| Provide accreditation verification for the institution, and inform TSD | Once |
| If clinicals are required, send to TSD dates and location | Required for each clinical |

PARTICIPANT TASKS: DURING THE PROGRAM

| TASK | FREQUENCY |
|--|--|
| Complete and submit the Work Study Application/Schedule Form to TSD 10 business days prior to the course(s) start date | Required for each semester |
| Use the Work Study worktag in Workday for class time only | Any day where Work Study worktag is used |
| Submit any program changes to TSD | Only when courses and/or times change |
| Submit to TSD a grade report at the conclusion of the course | After each course has ended |
| Submit to TSD a Progress Tracking Form | After each course has ended |

PARTICIPANT TASKS: PROGRAM COMPLETION

| TASK | FREQUENCY |
|---|------------------|
| Inform TSD when all required coursework has been completed, and the degree or certificate has been issued | Once |
| Acknowledges the amount of obligated service hours to be repaid | Once |

DISAPPROVAL OF APPLICATION

If an applicant's supervisor, or Training Services Division does not approve the application, the applicant will receive a letter of denial within 10 days of the denial decision, including the reason for the denial.

DISMISSAL FROM THE PROGRAM DUE TO NON-COMPLIANCE

The employee may be dismissed from the program if there is evidence of purposeful falsification of their timesheets.

TIMEKEEPING

1. The Work Study Worktag will be utilized only when attending an approved course.
2. The employee must only use the Work Study worktag for the amount of approved time.
3. Work Study time does not include study time or travel time.
4. The employee may not use Work tag work study codes during a state release, state holiday, or liberal leave day.
5. Travel time must be accounted for using the employee's own annual, personal, or comp time.

ACADEMIC PROGRESS REPORTING

1. The **Work Study Academic Progress form** is utilized by the employee's supervisor to monitor the employee's educational progress.
2. This form and supporting documentation is required in order to participate in subsequent courses. The form should be submitted to TSD after each course, semester, or internship completion.
3. A copy of the official transcript should be included.
4. Once a Work Study program has been completed and a degree or certificate has been earned, a Final Work Study Academic Progress form must be completed and submitted to the Training Services Division.

OBLIGATED SERVICE REPAYMENT TRACKING

The **Obligated Service Agreement Repayment Tracking Form** is used to record an employee's obligated service repayment.

1. The obligated service is calculated for each week that work study was used.
2. TSD will submit the form to the participant on a monthly basis showing the previous balance, repayment earned during the past month, the remaining balance owed.
3. The following types of hours can be used as repayment for loaned work study hours: *personal, annual, comp.*
4. If the employee leaves the Agency:
 - a. The employee must inform the Training Services Division of their intent. The Department may use, with the employee's permission, any unused annual/comp/COE compensatory time towards the repayment of obligated service. This option is only available if done prior to the employee's separation of service.
5. The work study program will be listed as completed after a degree or certificate is earned, and the obligation satisfied.

FILE RETENTION PROCEDURES

All Work Study program documentation will be housed with TSD.

1. If the employee moves to another position within the Agency, copies of the documentation will be forwarded to the new supervisor/appointing authority.
2. Digital copies will be maintained by TSD.