

**A RESOLUTION PERTAINING TO THE ADOPTION OF A STUDENT LOAN
REPAYMENT ASSISTANCE POLICY**

WHEREAS, it is the desire of the Board of County Commissioners of Calvert County, Maryland, to establish a Student Loan Repayment Assistance Policy;

WHEREAS, there are mutual benefits derived from employees' personal and professional growth;

WHEREAS, it is the County's desire to contribute toward the payment of student loan expenses incurred by attendance at an approved higher educational program to eligible employees;

WHEREAS, repayment of student loan debt is an important pathway to achieving financial and family stability and providing employees with relief from student loan debt will create a recruitment and retention tool for critical workforce shortage areas.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calvert County, Maryland, hereby adopts the Student Loan Repayment Assistance Policy attached hereto as Exhibit A and incorporated by reference is hereby adopted.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that the foregoing recitals are adopted as if fully rewritten herein.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that in the even any portion of this Resolution is found to be unconstitutional, illegal, null or void it is in the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that this Resolution shall be effective upon recording without publication of a fair summary.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that this Resolution shall be effective upon recording without publication of a fair summary.

DONE, this 26th day of January, 2021 by the Board of County Commissioners of Calvert County, Maryland, sitting in regular session.

Aye: 5
Nay: 0
Absent/Abstain: 0

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND**

Rachel M. Distel
Rachel M. Distel, Clerk

Earl F. Hance
Earl F. Hance, President

Approved for form and legal
sufficiency by:

Steven R. Weems
Steven R. Weems, Vice-President

Mike Hart
Mike Hart

John B. Norris, III
John B. Norris, III, County Attorney

Thomas E. Hutchins
Thomas E. Hutchins

Kelly D. McConkey
Kelly D. McConkey

Received for Record January 27, 2021
at 1:41 o'clock P.M. Same day
recorded in Liber KPS No. 63
Folio 66 COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

Garry P. Smith



TITLE:	Student Loan Repayment Assistance Policy		
ISSUED BY:	Board of County Commissioners		
RESPONSIBLE STAFF:	Department of Human Resources		
ISSUE DATE:		REVISION DATE:	
PURPOSE:	Establish a standardized method to be followed by eligible County employees and affected Departments/Divisions for the application, approval, and payment of student loan repayment assistance.		
APPLICABLE TO:	Eligible County Employees		
ATTACHMENTS:			

<input type="checkbox"/> GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually	<input type="checkbox"/> Other Interval:	
<input type="checkbox"/> (Fiscal Year)	<input checked="" type="checkbox"/> As needed	Flag for review on:
<input type="checkbox"/> (Calendar Year)		

I. Student Loan Repayment Assistance Program Overview

As there are mutual benefits derived from employees' personal and professional growth, it is the County's desire to contribute toward the payment of student loan expenses incurred by attendance at an approved higher educational program, subject to the terms and conditions outlined herein, to eligible employees.

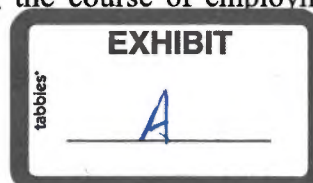
II. Eligibility

The program is open to employees in the following full-time positions: merit, grant-funded, contractual, appointed, and employees of the Sheriff. Employees must successfully complete their initial probationary period or six (6) months of employment, whichever is greater, prior to applying for assistance.

Employees must have a rating of satisfactory or better on their most recent performance evaluation. Requests for student loan repayment assistance must be submitted to the Department of Human Resources for consideration. Documentation confirming the student loan and satisfactory or better performance will be required.

III. Financial Repayment

An employee is eligible to receive student loan repayment assistance to a maximum of \$1,000 per fiscal year, not to exceed \$8,000 during the course of employment. Funds



available for student loan repayment assistance are allocated to the Department of Human Resources on a fiscal year basis. Student loan repayment assistance may be denied and the program suspended should insufficient funds exist.

IV. Service Obligation

Employees that request and receive student loan repayment assistance must agree to remain employed by the County for a period of one (1) year after receipt of the repayment. Should an employee fail to complete one (1) year of service, they shall be obligated to reimburse the County for the amount paid to them at the rate of 1/12 for each month that they failed to complete on their employment obligation. Service requirements may overlap and be fulfilled concurrently. The employee reimbursement may be withheld from the employee's final paycheck(s).

V. Reimbursable Expense

Only student loans taken out in the employee's name and used to pay for the employee's higher education are eligible for the Student Loan Repayment Assistance Program. Higher education refers to undergraduate, graduate, and certificate/technical programs.

Loans taken out for a course(s) for which the employee had been or intends to be reimbursed through the Tuition Assistance and Reimbursement Policy are not eligible for the Student Loan Repayment Assistance Program.

Student loans in default are not eligible for the Student Loan Repayment Assistance Program.

VI. Loan Certification

Upon requesting participation in the Student Loan Repayment Assistance Program, employees are required to certify that they have read and that they meet the requirements for the repayment. The employee will also certify that for the loan account(s) designated to receive the repayment that:

- (1) The employee is the primary borrower;
- (2) The employee used the student loan(s) to pay for his/ her own higher education;
- (3) The employee took out the student loan(s) in his/her name and under his/her social security number;
- (4) The employee has not received and will not receive tuition assistance from Calvert County for any courses(s) paid for by the student loan(s);
- (5) The employee understands that Calvert County may periodically audit loan eligibility for the program and agrees to provide any additional documentation upon request; and
- (6) If repayments are made to a loan that does not meet the eligibility requirements, the employee agrees to make prompt reimbursement(s) for such repayments and the willful or intentional action by the employee intended to defraud the County may be subject to disciplinary action.

VII. Student Loan Repayment Assistance

If an employee meets the student loan repayment assistance eligibility requirements, Calvert County will make up to two (2) payments per fiscal year to eligible employees, not to exceed \$1,000 in one fiscal year and not to exceed \$8,000 during the course of employment. Calvert County's loan repayment is an additional payment designed to help an employee pay his/her loan faster and to save on interest payments. **Employees must still continue making the minimum monthly payments to their loan service provider.** Employees will be required to re-certify their student loan prior to each payment and will be required to reapply for student loan repayment assistance each fiscal year.

VIII. Taxable Benefit

The loan repayment will be made directly to the eligible employee. Student loan repayment assistance is considered taxable income to the employee and will be reported following IRS regulations.

This Policy statement shall be distributed to all employees. The Policy shall also be provided to employees and other interested persons upon request without charge.