

POLICY 14
EMPLOYEE DEVELOPMENT AND CAREER PLANNING

University Policy

By using its unique capability for employee education and development, the University encourages employees to reach their full career potential and provides educational opportunities to its retirees.

The University extends tuition waivers and fee exemptions within limits specified by the President as a benefit associated with University employment. Additional development opportunities may be offered to broaden employee knowledge, skills, and abilities to improve University services, and to contribute to job fulfillment.

The President shall provide for a continuing review of University services to identify desirable improvements that can be facilitated by employee development and training. To this end the President is authorized to establish special rules governing (a) eligibility and admittance with tuition and fees and related expenses waived or reimbursed for Civil Service employees to attend University courses related to their University employment career, (b) eligibility for tuition and fees and related expenses, prepayment or reimbursement for Civil Service employees to participate in approved courses at other institutions, (c) other employee development activities consistent with this policy, and (d) eligibility and admittance with tuition waived and fees exempted for Civil Service retirees to attend University courses.

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Rule 14.01 - Course Definitions for Tuition Waivers, Fee Exemptions, Prepayment, or Refund

Tuition waivers and fee exemptions or unit payment of course fees and/or related expenses may be granted to employees for courses, workshops, seminars, or conferences to develop individual capabilities and to improve University service. Retired employees may enroll in regular University courses (as defined below) without payment of tuition and fees, if they meet other conditions governing enrollment.

Regular Course

A course that is a part of the established curriculum at the University of Illinois.

Example: Those courses offered by the University of Illinois during a regular academic period, either with or without credits. These courses will usually be listed in the Course Catalog.

Special Course

A course designed specifically for the improvement of University service.

Example: A course, seminar, or workshop specifically designed to inform and improve general work performance or knowledge in a work area, such as use of computers, software and technology, or supervisory development.

Refund Course

A course offered by an organization other than the University for which an employee may receive employing unit approval for reimbursement from unit funds for tuition, fees, and other specified expenses.

Example: A course related to a specific job requirement, such as accounting, which is offered by an outside organization through adult education or a community college.

Directed Study Course

A course offered by a community college, institution, organization, or agency other than the University which the unit requires the employee to attend and for which the unit may prepay tuition, fees, and other specified expenses.

Example: A community college medical terminology course that a clinical department requires its Patient Unit Managers to attend.

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Rule 14.01 - Course Definitions for Tuition Waivers, Fee Exemptions, Prepayment, or Refund

Regulation

14.011 Application of Policies to University Employees

The policies, rules, and regulations in this chapter apply only to employees and do not cover pre-employment, vestibule, and like training of persons who are not actively employed in University positions. Where pre-employment training is offered in conjunction with recruitment, this will be done through programs authorized elsewhere.

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Rule 14.02 - Eligibility for University of Illinois Tuition Waivers and Fee Exemptions

An employee in a status appointment or in an appointment designed to qualify for status (learner, trainee, apprentice, or provisional) may be granted waiver of tuition and exemption from certain service fees in courses that are a part of the established curriculum at the University of Illinois not to exceed:

Eleven (11) credit hours per semester if on a 100% time appointment.

Five (5) credit hours per semester if on a 50% - 99% time appointment.

Retirees may be granted waiver of tuition and exemption from certain service fees in courses that are a part of the established curriculum at the University of Illinois, with no limitations.

Eligibility for tuition waivers will be reduced during the summer session to 50% of the credit hours allowed for a semester.

Employees whose total registration is greater than that authorized by the tuition waiver shall pay the difference between the waiver authorization and the number of credit hours for which they register.

Certain courses may have fees applied that do not meet eligibility requirements for tuition waivers or service fee exemptions. The employee is responsible for such fees.

To be eligible for tuition waivers and certain fee exemptions, the employee must meet the conditions and eligibility for admission as prescribed by the Office of Admissions and Records, must not be a student employed under Civil Service Rule 250.70(f), and must receive unit approval before enrolling in any course that occurs during work hours. Retirees must meet the same conditions as employees, except that campus verification of status replaces unit approval.

Employees who are laid off with definite return dates and employees on disability leave of absence will remain eligible for tuition waivers and fee exemptions. Employees who serve in full-time flex year appointments who are placed on inactive status during the academic break period shall be eligible for tuition waivers and fee exemptions during their non-work periods. Tuition waivers and fee exemptions granted during the non-work period shall be the same as those granted during the work period.

Regulation

14.021 Enrollment Procedures for University of Illinois Courses

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Rule 14.02 - Eligibility for University of Illinois Tuition Waivers and Fee Exemptions

Each campus shall develop procedures for enrollment in University of Illinois courses to provide for verification of employee eligibility or retirement status and any necessary approvals. Policies and procedures for Child of Employee Tuition Waivers and Inter-Institutional Tuition Waivers for employees of other institutions and agencies are addressed in Policy 13.

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Rule 14.03 - Eligibility for Tuition Waivers/Prepayment/Refund, Work-Related Courses

An employee in a status, learner, trainee, apprentice, or provisional appointment may enroll without payment of tuition and course fees in regular courses, have tuition and fees prepaid by the employer for special or directed study courses, or receive a refund for courses at another institution, provided that:

- A. The courses are directly related to the employee's University work career and to the improvement of University services.
- B. The employee meets conditions and eligibility for admission.
- C. The employee has made application and received required prior approval from the employing unit head for enrollment, prepayment, or refund.
- D. The employee submits evidence of (1) satisfactory completion of the course(s) and (2) the amount of tuition and fees paid (refund courses only).

An employee on special leave may be granted a waiver of tuition and course fees for work-related courses with the recommendation of the head of the employing unit and approval of the head of the campus human resources office or other Chancellor's designee, providing that the employee agrees in writing to remain with the University a minimum of six (6) months after returning to employment from leave or, if the employee does not return, to refund the University for the total cost of tuition and fees extended during the leave.

An employee who is enrolled in a course prior to being laid off with no anticipated return date may continue to attend and complete any course, including one involving receipt of refund; but may not enroll in any new course with eligibility to receive tuition waiver, prepayment, or refund while on layoff.

Regulations

14.031 Application Procedures

Application for enrollment in courses which are tuition free or which involve waiver, prepayment, or refund shall be consistent with procedures identified by each campus human resources office.

14.032 Reasonable Accommodation

Unit heads and/or supervisors shall make reasonable accommodations to permit an employee to pursue academic credit for personal development.

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Rule 14.03 - Eligibility for Tuition Waivers/Prepayment/Refund, Work-Related Courses

Regulations (Continued)

14.033 Unit Head Review

Unit heads shall review employee requests and determine whether a course:

- (a) Is related to the employee's University work career and improvement of University services.
- (b) Is available outside of working hours and, if not, whether the employee is to receive pay for time in classes, charge the time to vacation and personal leave or to excused absence without pay, or arrange a flex-time work schedule.
- (c) Can be taken within the enrollment criteria.
- (d) Costs, if any, can appropriately be met from available unit funds.

14.034 Records of Completed Courses

Records of completed courses may be placed in official personnel files. An employee should submit such a request in writing and accompanied by the course completion verification materials to the campus human resources office.

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Rule 14.04 - Eligibility for Tuition Waivers and Fee Exemptions/Deviations

A tuition waiver and service fee exemption or excused absence for course attendance in excess of the limits set forth in this Policy may be proposed by the unit head (a) for an employee on special leave or (b) as a part of an employee's development plan related to the improvement of University services. Such proposals for deviations shall be submitted for review and approval to the head of the campus human resources office or other Chancellor's designee as determined by each campus.

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Rule 14.05 - Loss of Eligibility for Tuition Waivers and Fee Exemptions

Employees who resign their appointments, or who are dismissed, discharged, or terminated before rendering service for at least three-fourths of the term, become subject to payment of the full amount of the tuition and fees for regular courses unless they withdraw from University classes at the same time or before the appointment becomes void.

Such a former employee may continue in a refund course, but not receive a refund. If the course fees for work-related courses have been prepaid, the employing unit head may require the former employee to reimburse the unit.

An employee who resigns, is dismissed, is discharged, or is terminated may not continue to attend a special course.

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Rule 14.06 - Planning for Employee Development

Each campus unit responsible for employee training and/or organizational development will solicit campus input and assess needs for the development of employee training and development initiatives.

Unit heads and supervisors are responsible for identifying staff training needs and encouraging staff members to participate in employee development and career planning programs.

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Rule 14.07 - Supervisory Training

When an employee is assigned to a position with responsibility for supervision of other employees or for making recommendations that may have substantial impact on conditions of employment with the unit, the employing unit may require the individual to participate in appropriate campus supervisory training programs.

Regulation

14.071 Determination of Employees for Supervisory Training

The unit head or a designee is responsible for determining those employees who are responsible for supervising other employees and for assuring that they receive appropriate training.

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Rule 14.08 - Attending Courses and Training Programs/Time and Expense Requirements

When a supervisor requests an employee to attend work-related courses or training programs, the employee shall be compensated for the time required, including overtime or compensatory time as appropriate, in accordance with the provisions of the Fair Labor Standards Act.

When a supervisor requests a part-time employee to attend a work-related course or training program that is held outside the employee's regular work schedule, the employee may be granted an excused absence without loss of pay for time required to attend the courses or programs.

When an employee requests to attend a work-related course or program, the unit head may authorize pay for time spent in attendance if it is determined that improvement in University services will result from this request. If the unit head approves attendance but does not authorize pay, the time required for an employee to attend courses or training programs will be excused without pay unless a flex time schedule is approved in advance by the supervisor and/or unit head, or the employee charges the absence to vacation.

Regulations

14.081 Apprentice Programs

Participation in community apprentice programs which have been approved by the Director of the State Universities Civil Service System may be accomplished by negotiation of an agreement between the sponsor of the program and the University. In developing such an agreement, the head of the campus human resources office will follow procedures and legal requirements relating to the negotiation of University contracts. The costs of apprentice instruction and of any travel allowance will be paid by the employing unit. In no case may an apprentice be employed under an apprentice program which has not been approved by the Director of the State Universities Civil Service System.

14.082 Time and Travel Expenses

Payment for time and travel expenses necessary to attend required work-related educational training at locations away from the campus shall be in accordance with provisions of the Fair Labor Standards Act.