

POLICY 14
EMPLOYEE DEVELOPMENT AND CAREER PLANNING

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, conferences, and on-line courses 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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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.