

POLICY 14
EMPLOYEE DEVELOPMENT AND CAREER PLANNING

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 service 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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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.