

SUBJECT: EDUCATION BENEFITS

I. PURPOSE: To encourage and facilitate enrollment in university coursework.

II. POLICY:

A. Group I--Benefit Eligible Employees

1. Tuition waivers are available to all benefit eligible* employees who are currently employed for nine (9) months or more and for six (6) hours a day or more [.54 up to 1.00 FTE], and to spouses of employees who meet the criteria listed above. Tuition and regular fees are waived for nine (9) or less credit hours per semester; any eligible employee or spouse who takes ten (10) or more hours per semester must pay full regular fees (only the tuition is waived) in accordance with the University catalog. Special fees are still assessed.
2. This waiver program is available for all educational and general SUU credit courses including summer school and night school offerings. Non-credit or self-support classes are subject to all non-credit or self-support fees.
3. Employees with the appropriate arrangement with the department head or immediate supervisor may make application to enter into academic work, up to six (6) clock hours of work in a work week period during the semester so as not to

interfere with his/her contractual agreement and obligation to the university.

If the course is specifically related to the improvement of job performance (as determined by the employee, the supervisor, and/or intermediate supervisor), three (3) clock hours of work a week may be taken on a released-time basis, and the employee will not be expected to make up the time.

Anything not covered by "a" above requires the released time to be made up or compensation adjusted as approved by the supervisor.

Employees may, with the approval of their supervisor, use their lunch hour or time before and after their regular working day hours to make up released time. "Break time" may not count as an offset against released time or made up time.

FORMER POLICY
DO NOT USE