

Employee Enrolling for Courses

Original Implementation: Unpublished

Last Revision: April 30, 2019

Purpose

This policy permits full-time employees to take a course during working hours and describes the related requirements.

General

If departmental workloads permit, full-time employees may take one course per semester of either three or four semester credit hours during working hours.

Approval of the employee's supervisor must be obtained in advance, and arrangements must be made with the supervisor to schedule make-up time for work missed. If work cannot be made-up, then the employee must turn in vacation or comp time for work time missed.

Exceptions to this policy will be considered, but approval must be obtained in writing from the employee's supervisor and the appropriate vice president.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Board Committee Assignment: Academic and Student Affairs