

SECTION 804.10

Employee Continuing Education.

The University encourages employees to enroll in various academic programs offered, whether they are credit or non-credit offerings; however, such enrollment should not conflict with normal working hours. Occasionally employees pursuing a degree may find it necessary to take a class during normal working hours. If this situation arises, the employee must have an alteration in work schedule approved by the immediate supervisor. Additionally, the Department of Human Resources should be advised of the variation so payroll adjustments can be made.

a. Non-Credit Courses

When non-credit courses are judged to be for staff development purposes and when the intent of such enrollment is to improve the skills of the employee for the performance of his or her current job, an employee may attend on a "space available basis" at a reduced rate or without payment of a fee.

b. Seminars.

With proper approval, employees may attend seminars and other training programs offered by various consultants. Such seminars and training should be deemed appropriate to enhance performance, advancement, etc., and the cost can be paid from departmental travel budgets.

c. Waiver of Non-Resident Fees.

Regular employees of the institution and their eligible dependents will be assessed matriculation charges at the resident rate, in accordance with Board of Regents policy.