

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Training and University Enrollment for Employees</b>	<b>3-034 FISCAL SERVICES January 2010</b>
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PURPOSE

- 1.01 All employees are encouraged to attend training programs that can help them perform their assigned duties and/or improve their qualifications for promotion or advancement.
- 1.02 In addition to training programs designed specifically for Oklahoma State University Institute of Technology employees who meet the academic requirements of the University may enroll in University courses for professional growth and development. To promote this principle, tuition waivers will be given as listed under section 2.04, below.

POLICIES

- 2.01 Programs
- A. Oklahoma State University Institute of Technology offers a variety of educational opportunities. Information about training programs is available in Human Resources and disseminated to employees in various campus publications and by electronic notification.
  - B. In addition to training programs on campus, units are encouraged to use off campus programs when appropriate.
  - C. Employees who are employed full time (100%) and who meet academic requirements may enroll in University credit courses, contingent upon unit approval for courses which meet during normal working hours.
- 2.02 Authorization
- A. Permission to attend a training program during working hours is obtained through regular supervisory channels. A supervisor's signature may be required when applicable.
  - B. Enrollment in University courses which meet during the employee's normal working hours will be limited to one course or a maximum of five clock hours per week and should be approved in advance by the appropriate supervisor. An effort must be made to minimize conflict with University employment.

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- C. There is no limit on the number of courses an employee may enroll in after normal working hours, if approval is received as shown in 2.01.

2.03 Making Up Time

- A. Training or enrollment **required** by the unit leader:

1. The time spent attending a class or training program where the unit leader requires or requests attendance is considered as worked time, whether it meets inside or outside the employee's work schedule. The time away from the job does not have to be made up.
2. A Classified employee attending required or requested training outside his/her normal work schedule may be given equivalent time off during the same week. If this is not possible, compensation will be per the overtime policy.

- B. Training or enrollment **not required** by the unit leader:

1. If the unit leader approves, at the employee's request, attendance at classes or training programs during the normal work schedule, the hours away from work must be made up at a mutually agreeable time. For Classified employees the time should be made up within the same workweek to avoid a possible overtime situation in a succeeding week.

2.04 Tuition Waivers

- A. Signed and approved tuition waiver forms must be submitted to the Office of Human Resources prior to the start of the semester of request.
- B. Employees must pay one-half of the tuition cost. All fees must be paid 100% by the employee.
- C. If the tuition waiver is for more than one course or up to six credit hours, signature approval by the employee's supervisor and the President is required. Six credit hours is the maximum for tuition waiver.
- D. Employees employed less than 100% time, or who are in Leave Without Pay status at the time, do not receive tuition waivers if they are enrolled in University courses.
- E. There is no special discount for books and supplies at the Student Union Bookstore for employees.

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2.05 Auditing Courses

- A. The policy for auditing courses is the same as the policy for enrolling in courses for credit, above.
- B. As adopted by the State Regents for Higher Education, September 28, 1983, if the employee is age 65 or older the tuition and student fees (excluding course and materials fees) for auditing a course are waived, contingent upon space being available in the course.

2.06 Travel

- A. Travel to a seminar held during the workday must be counted as hours worked (for non-exempt classified employees). Travel time spent getting to the most conveniently located motor pool, railroad, bus depot, or plane terminal is not counted as time worked, unless during normal working hours. Bona fide meal periods are also not counted as time worked. Time for vacation, sick leave, other leave, and holidays, will be charged in accordance with appropriate leave policy.
- B. When non-exempt (classified) employees travel overnight on business (i.e., for more than one day), they must be paid for time spent in traveling (except for meal periods) during the normal working hours on non-working days such as Saturday, Sunday, and holidays, as well as on their regular working days. Travel time as a passenger on an airplane, train, boat, bus, or automobile outside of regular working hours is not considered work time. However, any actual work the employee does while traveling, remains work time. Moreover, if an employee drives a car without being offered public transportation, then this travel is considered working time.

2.07 Make-up Time and Time Sheets

- A. When participation in a training program is required by the unit leader, the time spent in class is considered working time, whether the class meets during the regular work schedule or not. When the training program meets during working hours, classified employees should not check out and check in on the time sheet. The time away is counted as worked time.
- B. When the required training course meets outside the employee's regular work hours, the classified employee may be given equivalent time off during the same workweek to avoid hours in excess of 40. When this is not possible, the employee will be paid any resulting overtime according to the overtime policy. Such class time should be entered on the time sheet as worked time.

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- C. When the training program is held during working hours and is not required by the unit (however, the unit leader has approved an employee's request to attend), the time away from work is not considered working time. If possible, this time should be made up in the same workweek to avoid a possible overtime situation in a following week. Classified employees should check out and check in on the time sheet if the course or program during working hours has not been requested by the unit leader; the time away is not considered worked time.

PROCEDURES

- 3.01 To receive any waiver of tuition, the 100% time, active status employee must submit a completed "Request for Faculty/Staff Fee Waiver" form to the Human Resources office, for forwarding to the Scholarship Coordinator, prior to the beginning of classes. If the form is not on file prior to the beginning of classes, the employee will not be granted the waiver of fees. If the number of hours does not exceed one course, only the unit leader's signature approval is needed on the form. If the request is for more than one course or five clock hours, the employee's supervisor and the President must sign the form.
- 3.02 A regular continuing employee who is engaged in a degree program will be allowed one day per semester "professional development leave" to confirm a plan of study, enroll, confer on graduate work etc., with appropriate prior approval.

Approved: August 2000  
Revised: November, 2007  
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