

SECTION 600.06

CLASSIFIED STAFF DEVELOPMENT

1. Tuition Waiver: All regular employees will be allowed release time from their regular duties for the purpose of enrolling in up to three (3) academic per calendar year at any state institution of higher learning subject to the following:
 - a. The employee must obtain an *Employee Tuition Waiver Request* from the Administrative Affairs Office.
 - b. Approval must be obtained from the appropriate supervisor.
 - c. The signed tuition waiver form is then submitted to the Administrative Affairs Office to meet the specified deadline at the state institution at which the employee is requesting to enroll.
2. Classified Staff Development Fund: Classified Staff members 'have an opportunity to attend workshops or conferences relating to their work experiences.' Staff members apply to the Staff Welfare Committee for development funds by completing the *Application for Staff Welfare Development Funds* form. The guidelines for the staff welfare professional development fund application process are as follows:
 - a. Any full-time or part time classified staff member is eligible to apply for use of staff welfare funds. Awards will be considered on a case-by-case basis. Applicants must receive approval from their supervisor prior to applying.
 - b. Applications should be submitted at least two weeks before funds are needed.
 - c. Staff Welfare Committee members will review the application and attempt to act upon them within one week.
 - d. The following items must accompany the application:
 - i. Conferences and Workshops
 1. Conference or workshop information
 2. Approved absence from campus form
 3. List of expenses
 - ii. Work-related professional development or courses of study not subject for tuition waiver
 1. Institution offering course
 2. Course description and relevance to position
 - e. Staff Welfare will provide a maximum of \$500 per application towards expenses.
 - f. Staff members may not receive more than \$500 annually from this program.
 - g. Application forms are available in the President's Office. Questions may be directed to the Staff Welfare Committee.

History

Administrative Council Approved 600.06 (2) 09/10/02