

Policy Type: Support Staff

Policy Title: Tuition-free Class Attendance

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to explain the mandatory and voluntary retirement plan options for employees.

Policy Statement:

Regular full-time Support Staff employees and their families (spouse and dependent children as defined by the Internal Revenue Service) may attend courses at the College, which are offered at hours outside their normal working hours, without payment of tuition or fees that pay for use of College-owned materials. Costs for books, manuals, or special fees (e.g., skiing) and lab fees for Lifelong Learning classes are not eligible for reimbursement and are the responsibility of the student. All other fees are eligible for reimbursement, including registration fees, technology fees, and credit by exam fees.

Exceptions to the "normal working hours" limitation may be made under the following conditions:

1. The class is required to fulfill the provisions of the employee's declared curriculum.
2. The class is normally not scheduled at times other than during the employee's "normal working hours."
3. In the event an exception to the policy as outlined above is necessary, an employee requesting to take a class during "normal working hours" shall submit, in writing, a request to the immediate administrative supervisor for approval.

This request must include the class title, class time, days of class meeting, and a plan for completing the forty-hour (40) workweek. No portion of the normal workday for which the employee is compensated by the District may be used for the purpose of "making up" time. A copy of this request shall be filed with the office of the Director of Human Resources.

The provisions of this section may be extended to the spouse and dependent children of deceased Support Staff members who have completed ten (10) or more years of full-time service at Monroe County Community College and who were either actively employed or on approved leave at the time of death. Tuition for the spouse shall be limited to five (5) years from the date of death of the employee.

In the event that the supervisor requires the staff member to attend a College class or workshop for training purposes, the time spent is considered work time.