



# SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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## Memorandum

TO: Vice Chancellors, Deans, Directors, Chairpersons, Department Heads and Supervisors

FROM: Edward R. Jackson, Interim President  
Southern University and A&M College System

RE: Employees Attending Department Approved and Other Classes During Duty Hours

DATE: July 5, 2005

The Southern University Board of Supervisors recently approved the attached policy which grants new benefits to employees who enroll in courses on the Southern University campus in the location where they work. Employees are encouraged to take courses that have been identified by the Department Heads and approved as being classes that can enhance the employees' job performance. This communication is to highlight this policy and to clarify the University's overall policy regarding class attendance by all Southern University System employees. In implementing the Board's policy on *Authorization to Take University Classes*, departments may have different courses and procedures, however, the following general rules are applicable.

All employees of Southern University who are enrolled in classes at **any institution** are required to notify their supervisor and the Office of Human Resources of their matriculation. They are also required to provide a copy of their class schedule for the record and for auditing purposes. Employees enrolled at Southern University and other institutions must get the approval of their supervisors and the Office of Human Resources prior to registering for classes to insure that there is no conflict in the time for their scheduled class attendance and the scheduled time for them to work. **There must be an approved letter granting permission for the employee to take classes on file in the Human Resources Office for any employee enrolled in classes, without regard to whether the employee is required to apply for leave.** The letter must be submitted to the Office of Human Resources no later than the last day of registration.

Employees desiring to attend classes during their regular scheduled work hours must also apply to use annual and/or compensatory leave or for leave without pay, unless the class is one that is on their department's approved list of classes. **Leave to attend classes during scheduled work hours cannot exceed three (3) hours per week.** The time allowed for travel to and from classes must be considered. In this regard, employees may be granted a shortened lunch schedule of no less than 30 minutes (*reduced in increments of 30 minutes on class days*) to facilitate travel time to their approved class.

Supervisors are not permitted to adjust an employee's work schedule in lieu of having the employee to apply for and use leave when required. For example, an employee whose work schedule is 8:00 a.m. to 5:00 p.m. daily and who is enrolled in a class from 2:00 p.m. to 3:00 p.m. on MWF, cannot have their 12:00 to 1:00 p.m. lunch hour changed to 2:00 p.m. to 3:00 p.m. to accommodate their class attendance. All employees are presumed to work from 8:00 a.m. to 5:00 p.m., unless a different work schedule for the employee is on file in the Office of Human Resources. Supervisors are to insure that leave applications and class attendance requests are timely acted upon and submitted to the Office of Human Resources for approval.

Supervisors may contact the Office of Human Resources to schedule an appointment to discuss concerns and questions relative to implementing this policy in their departments.

ERJ/FRS/s

xc: Chancellor Ray Belton  
Chancellor Robert Gex  
Chancellor Freddie Pitcher  
Chancellor Leodrey Williams  
Vice President Ralph Slaughter  
Vice President Victor Ukpolo  
Vice President Tolor E. White

# SOUTHERN UNIVERSITY SYSTEM

## Policy

### Educational Privileges/Employee Fee Waiver for Full-Time Non-Academic and Certain Academic Employees

The Southern University System seeks to engage a well trained workforce and to provide professional development opportunities for each of its employees within their assigned work units. Affording employees educational opportunities is expected to enhance both the quality and quantity of the work produced or upgrade the services they provide. As a premier higher education system of institutions, the university seeks to participate in the intellectual development and training of its employees by identifying courses in its offerings in which employees may enroll as a means of improving their value to the university and the State of Louisiana. Therefore, the following shall be the policy of the Southern University System:

1. Full-time (100%) non-academic and certain academic employees (excluding faculty), who have been employed within a work unit for at least *two* years in a full-time, permanent position, with approval from their department head or supervisor and a Human Resources Officer, may register for job-related undergraduate or graduate courses at any Southern University System campus for up to 6 hours per semester for which full tuition exemption will be applicable. No more than three clock hours may be permitted to be taken during scheduled work time per week to attend the approved job-related courses without charging the attendance time to an employee's annual or compensatory leave. Continued participation in this tuition exemption program will be based on the employee making satisfactory progress as determined by the employee's supervisor and the University. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade of at least "C" for undergraduate and "B" for graduate students.

Due to the length of the Summer term, this waiver is limited to three (3) hours. There will be no participation in the tuition exemption program during Maymester or any future academic inter-session.

During their first *two* years of employment, with approval from their supervisors and the Office of Human Resources, full-time (100%) non-academic and certain academic employees (excluding faculty) may register, at their own expense, for a job-related course and be allowed to take the course during work time for no more than three clock hours per week *without having to use annual or compensatory leave for the period of attendance.*

2. Professional staff/administrators who do not hold positions where there is a potential for conflicts of interest will be permitted to pursue a doctorate *under provisions of this policy.* However, those in positions where a conflict of interest could exist will continue to be ineligible *or may become ineligible when a disqualifying event or factor is identified.* The Graduate School will have the primary responsibility for

determining and insuring that only those members of the professional staff who are not in positions where the potential for conflicts of interests exists are permitted to pursue doctoral degrees under this policy. It is a requirement that the employee, the employee's immediate supervisor, and the chair of the department in which the employee will pursue the degree, prepare statements outlining the job responsibilities of the employee and provide an analysis of the independence of the employee's official duties from the department in which doctoral work is to be undertaken. The Graduate Council will review the statements and make recommendations through administrative channels to the Chancellor. Final approval of an employee's application under this provision lies with the Campus Chancellor or System President, as applicable.

Part-time employees and faculty members are not eligible for the above educational benefit. Each employees regular work schedule shall be the one on file with the Human Resources Office.

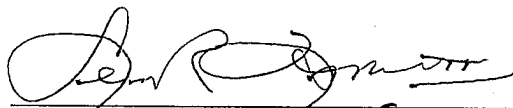
Employees interested in taking University classes under this policy must have been admitted to the University and have the approval of their Budget Unit/Department Head. To remain eligible, **each semester prior to the last day of late registration**, employees are required to submit to the Human Resources Office, an *Authorization to Take University Classes/Application for Employee Fee Waiver* form that includes **all** classes and the department's list of approved training classes, with the course(s) to be taken highlighted. The form must reflect **ALL** classes, with times and days, in which the employee will be enrolled, without regard to whether the classes involve the employee's regular work schedule.

Employees taking advantage of the tuition exemption program may be required to sign an employment agreement to continue to work in his/her department for a specified time after the courses are completed.

Each department must prepare and submit for approval to the Vice Chancellor for Academic Affairs, a list of courses that its employees may take to be eligible under this policy. The approved list of classes for each department will be published by the University.

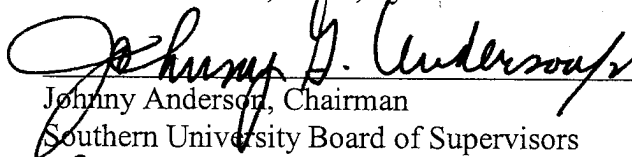
This policy repeals all currently existing policies affording tuition discounts to employees/retirees of the Southern University System.

Approved:



Leon R. Tarver II, Ph.D., System President

Approved:



Johnny Anderson, Chairman  
Southern University Board of Supervisors

Effective Date:

July 1, 2005

POLICY NO. 2005-00001 Bd

Southern University System

Location: \_\_ SUS \_\_ SUBR \_\_ SUNO \_\_ SUSLA \_\_ SULC \_\_ SUAREC

GENERAL CURRICULUM FOR EMPLOYEE ENHANCEMENT PROGRAM FORM

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Budget Unit Head: \_\_\_\_\_ Vice Chancellor: \_\_\_\_\_

Acceptable Degree Programs

College	Degree	College	Degree
Ex.: Business	Accounting	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Course Information (List All Courses Eligible for Fee Waiver):

Course No.	Title	Credit Hrs	Course No.	Title	Credit Hrs
Ex.: ACCT 200	Intro to Financial Acct	3	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_

Unit Head's Approval \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Vice Chancellor Date

Approved: \_\_\_\_\_  
Human Resources Date

(Use as many sheets as necessary to provide all eligible courses)

**SOUTHERN UNIVERSITY SYSTEM**

Location:  SUS  SUBR  SUNO  SUSLA  SULC  SUAREC

**NOTIFICATION OF CLASS ATTENDANCE/APPLICATION FOR FEE WAIVER  
JOB ENHANCEMENT COURSES PROGRAM**

Employee's Name: \_\_\_\_\_ SSN: xxx-xx-\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Address, if different: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_ Other: \_\_\_\_\_

Title: \_\_\_\_\_ Dept. \_\_\_\_\_ Phone #: \_\_\_\_\_

Campus:  SUS  SUBR  SUNO  SUSLA  SULC  SUAREC Hire Date: \_\_\_\_\_

Currently Seeking a Degree?  Yes  No If yes, Student's Academic Plan:

Major \_\_\_\_\_ Minor \_\_\_\_\_

First Admitted: \_\_\_\_\_ Pursuing:  BA/BS  MA/MS  PhD  Other (Explain): \_\_\_\_\_

Current Classification:  Freshman  Sophomore  Junior  Senior  Special  Graduate  Other

(Explain) \_\_\_\_\_

Hours completed: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Previous/Current Colleges	Credit Hrs Earned	Degree Received	Field	Years Attended

**NOTE: First time applicants must attach curriculum sheet\* from your department showing all courses to be taken in your program of study. All other applicants must attach a copy of last grade report showing grades for previously approved course(s).\***

Course Information (List All - only 6 hrs eligible for fee waiver): Semester \_\_\_\_\_ Year \_\_\_\_\_

Title	No.	Credit Hrs	Time/Days
Approved List: <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Initial _____

Title	No.	Credit Hrs	Time/Days
Approved List: <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Initial _____

Title	No.	Credit Hrs	Time/Days
Approved List: <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Initial _____

Title	No.	Credit Hrs	Time/Days
Approved List: <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Initial _____

Title	No.	Credit Hrs	Time/Days
Approved List: <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Initial _____

Title	No.	Credit Hrs	Time/Days
Approved List: <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Initial _____

**EMPLOYEE'S REQUEST AND CERTIFICATION**

I, *(employee's name)* \_\_\_\_\_, SSN: xxx-xx-\_\_\_\_ certify that I am an employee in the *(department)* \_\_\_\_\_ and I am requesting approval to take the above listed classes. I am \_\_\_/ am not \_\_\_ also requesting a fee waiver for Course Number (s) \_\_\_\_\_ and \_\_\_\_\_. In seeking a fee waiver, I certify and understand that: 1) I am not eligible for both a fee waiver and other financial aid; 2) I am expected to complete all undergraduate classes for which a fee waiver is granted with a grade of "C" or better or graduate classes for which a fee waiver is granted with a grade of "B" or better to remain eligible for participation in this program; and 3) I am eligible for a fee waiver for classes taken at the Southern University campus where I work only. I am requesting the use of \_\_\_ Annual \_\_\_ Compensatory, and/or \_\_\_ LWOP (*Initial & submit leave application*).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**SUPERVISOR'S CERTIFICATION/APPROVAL**

I certify that *(employee's name)* \_\_\_\_\_, SSN: xxx-xx-\_\_\_\_ (*Last 4 digits*) is a \_\_\_ full-time / \_\_\_ part-time employee in the *(department)* \_\_\_\_\_ and is approved to take the above classes. By my initials above, I certify that this employee's job performance can be enhance by completion of the course(s) initialed above and recommend him/her for a fee waiver for them (*up to six hours only*).

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Unit Head's Signature

\_\_\_\_\_  
Date

**NOTE:** Submit this completed form and required attachments\* to the Human Resources Office after fees have been assessed, along with a *copy of employee's billing statement*. This fee waiver is for the course(s) listed and initialed by the supervisor above only. This employee is not eligible for both a fee waiver for the indicated class(es) and financial aid.

-----FOR UNIVERSITY'S USE ONLY-----

(1)	TOTAL FEES ASSESSED		\$ _____
(2)	TUITION AMOUNT	\$ _____	
(3)	LESS TUITION FEE WAIVER FOR _____ HOURS	- \$ _____	
(4)	AMOUNT TO BE PAID		\$ _____

\*Checklist for required attachments (Check all as applicable):

_____ Application complete	_____ Initial	_____ Renewal	_____ Date
_____ Billing Statement	_____ Received	_____ On File	_____
_____ Curriculum Sheet	_____ Received	_____ On File	_____
_____ Grades - Prior Semester	_____ Received	_____ On File	_____
_____ Leave Application	_____ Received	_____ # Hrs _____	_____ Type _____

APPROVED BY:

VERIFIED BY:

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
CASHIER

\_\_\_\_\_  
Date

Comments:

DISTRIBUTION OF COPIES: (*Make FOUR copies*)

1. CASHIER (Original)

2. HUMAN RESOURCES

3. EMPLOYEE/STUDENT

4. EMPLOYEE'S DEPARTMENT

5. FINANCIAL AID