

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Staff Employees Taking TWU Courses

**Regulation and Procedure
Number: URP: 05.430**

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of the policy is to encourage staff employees to pursue professional development and improve their skills by enrolling in courses at Texas Woman's University ("TWU" or "University").

APPLICABILITY

This policy is applicable to TWU Staff.

DEFINITIONS

1. "Full Time Staff" means a regular full-time (100% FTE) staff who is employed to work for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment.

REGULATION AND PROCEDURE

- I. Full Time Staff Employees Taking TWU Courses
 - A. Full Time Staff Employees are encouraged to attend courses outside their regular working hours, if possible. However, full time staff employees may be granted time off from work to attend a TWU course during regular working hours provided the following conditions are met:
 1. The time off does not exceed three (3) hours per week;
 2. The staff employee's absence does not adversely affect the operation of their employing department;
 3. The time off to attend courses is made up during the staff employee's work week in which the hours are taken;

4. The TWU course is offered online or at the campus where the staff employee is working; and
 5. The staff employee's supervisor provides approval for the staff employee to enroll in the TWU course.
- B. Supervisors must approve the Release for Taking TWU Course Form prior to the staff employee enrolling in the course.
 - C. Staff employees cannot take online or in-person courses at other universities during their regular work hours.
 - D. Enrollment in courses during non-working hours is the staff employee's decision. Enrollment in courses during non-working hours that interferes with the staff employee's job responsibilities or performance will lead to disciplinary action.
 - E. Staff employees may not work on homework assignments during their regular working hours.

II. Procedure

- A. Staff Employees must complete a Release for Taking TWU Course Form and submit the form to their supervisor prior to enrolling in a course to be taken during their regular working hours.
- B. Supervisors may only approve the Release for Taking TWU Course Form for their staff employee to attend a course during their staff employee's regular working hours upon their determination that the absence will not affect the efficient operation of the department. The decision of the supervisor is final.
- C. Staff employees may enroll in the course once approval has been received from their supervisor on the Release for Taking TWU Course Form.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

[Release for Taking TWU Course Form](#)

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