

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: 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 skills by enrolling in courses at Texas Woman's University.

APPLICABILITY

This policy is applicable to TWU Staff.

DEFINITIONS

1. "Full-Time Regular Employee" means one who is employed to work 40 hours per week, and who is either enrolled in the Teacher Retirement System or an Optional Retirement Program.

REGULATION AND PROCEDURE

- I. Employees Taking TWU Courses
 - A. Employees are encouraged to attend classes outside regular working hours. However, full-time regular staff employees may be granted time off from work to attend a TWU class during regular working hours provided that:
 1. The time off does not exceed three (3) hours per week
 2. The employee's absence does not adversely affect the operation of the employing department
 3. The time off to attend classes is made up during the employee's work week
 4. The TWU class is offered at the campus where employee is working

- B. Approval to attend class during regular work hours must be done in advance and in writing by the appropriate supervisor.
- C. Employees cannot take courses at other universities during regular work hours.

II. Procedure

- A. Employees must obtain, in writing, the approval of the employee's supervisor prior to enrolling in a class to be taken during regular working hours.
- B. The supervisor may approve the request to attend class during regular working hours, provided the absence does not affect the efficient operation of the department.

III. General Provisions

- A. Only full-time regular employees are eligible to seek approval to attend classes during regular working hours.
- B. Only three hours per week may be taken during the working day, including summer.
- C. All hours taken to attend classes during regular working hours must be made up during the work week in which the hours are taken.
- D. Enrollment in courses during off-duty hours is at the option of the employee, as long as course work does not interfere with job responsibilities and performance.
- E. Employees may not work on homework assignments during regular working hours.
- F. This policy does not apply to faculty since faculty does not have a defined 40-hour work week.

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

None

<p>Publication Date:</p> <p>Next Review:</p>
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