

**WEST VIRGINIA STATE UNIVERSITY
ADMINISTRATIVE POLICY #001**

Title: EMPLOYEE TUITION WAIVER

Section 1. General

- 1.1. **Scope:** This administrative policy outlines the parameters of tuition waivers for employees of the University. The benefits described in this policy apply to permanent, benefit-eligible employees of West Virginia State University (WVSU), the WVSU Research & Development Corporation, and the WVSU Foundation. Part-time employees (including adjunct faculty), individuals employed via WV-48 Agreement are not eligible for waivers. This administrative policy applies for enrolled courses offered at West Virginia State University only. The benefits outlined within the policy are not transferrable to another employee. Questions regarding this policy should be directed to the Office of Human Resources.
- 1.2. **Authority:** W.Va. Code §18B-10-5 and §18B-10-6
- 1.3. **Effective Date:** January 1, 2019

Section 2. Policy

- 2.1 This administrative policy shall apply to employees who hold a permanent, benefits-eligible (0.53 FTE and above) position and must have completed at least six (6) months of service before the beginning of the semester for which the waiver is requested.
- 2.2. Employees enrolled in courses during scheduled work hours must abide by the requirements outlined in **Section 3. Educational Release Time** of this policy.
- 2.3. Employees enrolled at West Virginia State University shall only be eligible to receive a tuition waiver for three (3) credit hours per semester. The waiver does not cover course or related fees.
- 2.4. The employee must submit the **West Virginia State University Tuition Waiver Form** to the Office of Human Resources for each term of enrollment ten (10) business days before the start of the course.
- 2.5. A tuition waiver cannot cause a refund for an employee.
- 2.6. Should an employee need to withdraw from courses, the withdrawal must occur by the 100% refund policy date. If an employee must withdraw after the 100% refund policy date, the employee will be responsible for the balance.
- 2.7. Employees shall not use institutional materials, supplies, or property for course-related activities.

Section 3. Educational Release Time

- 3.1. Only permanent, benefits-eligible (at least 0.53 FTE) employees, not on a probationary or adjustment period, are eligible for time-off to attend an enrolled course at West Virginia State University. Educational Release Time is available with supervisor approval for eligible employees to attend an enrolled course at West Virginia State University during the regular work day schedule. Class attendance must not interfere with the accomplishment of duties or the work of the department.

- 3.2. Educational Release Time is limited to three hours per week *and* must be approved by the employee's operating unit supervisor.
- 3.3. Makeup time is required for employees granted Educational Release Time. The makeup time approval is included with the WVSU Tuition Waiver Form. The Makeup time allows an employee to request time off for an enrolled class at WVSU to make up the time by working an alternative schedule without receiving overtime pay or otherwise accounted by the employee through prior agreement with the employee's operating unit supervisor via earned vacation.
- 3.4. Educational Release Time is to be regulated and monitored by the employee's direct supervisor. Such time is to be included in the total time allotment and recorded on the employee's attendance/time record.
- 3.5. Any employee who has received Educational Release Time, must upon completion of class(es), submit a copy of the End of Term Grade Report to the Office of Human Resources (date specific-this will be dependent upon when students grades are submitted) for audit and record-keeping purposes of the University.
- 3.6. The operating unit supervisor reserves the right to set departmental "quotas" regarding the total number of employees approved for Educational Release Time under this section. Where conflicts exist, the concept of first requested, first approved shall apply or some other method as agreed to by the unit/department employees.
- 3.7. The three (3) hours of Educational Release Time will not count as hours worked for purposes of the Fair Labor Standards Act (FLSA) overtime.

Section 4. Procedure

Initiating application for tuition waiver:

4.1 Employee:

1. Completes the **West Virginia State University Tuition Waiver Form on the Human Resources webpage** and signs the form understanding the disclaimer and provisions included.
2. Obtains Educational Release Time approval and Makeup Time agreement (*if applicable*) outlining the provisions with the employee release time and compensating time off.
3. Returns the form to the Office of Human Resources with authorized signatures from the operating unit Supervisor and Vice President/Athletic Director.
4. For waiver credit to appear on the registration bill, the application should be submitted to the Office of Human Resources ten (10) days before the start of class. Applications received up to three (3) days before the start of the class does not assure timely processing for allocation of the waiver. Applications received after regular classes start will not be processed for that term.

4.2. Department Operating Unit Supervisor:

1. Authorization for course approval and Educational Release Time is completed with the unit employee (if applicable request for submission with the Tuition Waiver Form).

4.3. Office of Human Resources:

1. Applications are reviewed for accuracy and approvals for billing.
2. The employee is notified via email within three (3) days of status for financial aid and billing.
3. A copy of applications is retained in the Office of Human Resources as a part of the employee personnel record.

If applicable, taxes over the maximum IRS exclusion of \$5,250 in a tax (calendar) year provided for graduate-level, degree-related courses will be withheld from the employee's paycheck(s). If you have questions please contact payroll.