

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: TUITION WAIVER BENEFIT Related to Board Policy: 504

Who Can Participate

A. Credit Classes

1. Regular full-time and part-time staff employed at least half-time (20 hours per week) may have tuition and special course fees waived for up to four (4) credit hours (valued at \$100.00) per semester. Unused tuition waivers cannot be accumulated for one semester and used in another semester.
2. Part-time (adjunct) instructors employed at least three (3) credit hours may have tuition and special course fees waived for up to four (4) credit hours (valued at \$100.00) per semester employed. Part-time instructors must be currently employed to be eligible for this benefit. Courses taken must not impact their assigned teaching hours. The Dean for which employed must approve each tuition waiver request.
3. Employees wishing to participate in any credit HHPC (Health and Human Performance Center) Fitness conditioning class will receive an additional \$70.00 special course fee waiver (\$210.00 for annual membership, \$140.00 for two semester membership) benefit.
4. SJC Retirees are also eligible for this benefit.
 - a. Tuition Waiver Authorization forms may be obtained in the Instructional Division, Information Counter, Business Office, and Personnel Office.
 - b. This policy does not apply to temporary non-teaching employees.
 - c. This benefit will be granted only if no job performance conflict is evident.
 - d. If the employee decides to not finish the course, they must drop the class during the posted withdrawal period. No administrative appeal, unless extreme circumstances exist, will be available to remove the department charge.
5. A qualified family member of a benefited employee is eligible for a tuition waiver up to \$100.00 per semester for credit classes up to 4 credit hours. A qualified family member is also eligible for a membership to the HHPC. A single-family member may utilize both waivers or two different family members may utilize a waiver each (Exhibit 2).

B. Community Learning Center Classes

1. Regular full-time, part-time staff and retirees are eligible to take one (1) Community Learning Center course per semester, at the 1000 to 6000 level, tuition free when the minimum posted class attendance has been achieved.
 - a. All supply fees, etc. for the course must be paid by the employee.
 - b. Tuition costs of 7000 and 8000 level courses cannot be waived. However, the employee may request prior approval of the supervisor and appropriate Vice President to have the employee's department cover the cost of this course if job related.
2. This provision does not apply to part-time instructors or temporary non-teaching employees.

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C. Employee Fitness/Wellness Incentive

1. Regular full-time and part-time employees may use 30 minutes a day, up to three (3) times a week, not to exceed a total of 90 minutes, for a fitness activity at the HHPC or elsewhere on campus. The time must be used in conjunction with the employee's regular lunch hour upon prior arrangement with the immediate supervisor. No more than 30 minutes per day can be added to a lunch hour for this purpose. This time can only be used for a fitness activity and cannot be used to extend or add to breaks or sick/annual leave time.

D. Courses Taken During Work Hours

1. An employee may request to take a college course which meets during the employee's regularly scheduled work hours, but such requests are subject to approval by the supervisor.
2. Such requests may be approved only with the understanding that all hours spent away from the work station and in class are to be handled one of the following ways.
 - a. Hours will be made-up by working the equal number of hours during the same week,
 - b. Accrued annual leave or comp time may be taken in exchange for the time, or
 - c. Any exceptions to the above will be approved by the appropriate Vice President

Tuition Waiver Procedures

1. Employee completes a Tuition Waiver Authorization form (Exhibit 1). This form is available from the Business Office, Personnel office, Information Counter, Wellness Center and instructional division offices.
2. The employee's direct supervisor will approve the Tuition Waiver Authorization form and assign the proper account number. The supervisor will ensure all other pertinent employment information requested on the form is complete.
3. The direct supervisor will discuss with the employee at the time of signature any provisions for making-up lost work time. If conflicts are present, the supervisor may not approve the request, ask the employee to choose another time frame, or chose another course.
4. The employee registers for the course by telephone.
5. The employee presents the signed and approved Tuition Waiver Authorization form to the Business Office in lieu of payment for the class, after registering for the class, and three days or less before payment is due.
6. The employee is responsible for any charges over the approved \$100.00 benefit per semester, or \$210.00 benefit per calendar year.

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7. The Tuition Waiver Authorization Form will be distributed to departments by the Business Office as follows:
 - a. White copy remains with the Business Office;
 - b. Yellow copy is returned to the department charged for the cost of the course;
 - c. Pink copy is returned to the employee.

8. This procedure must be followed for every semester the employee wishes to enroll in a qualifying SJC course.

504E.3

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