



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 8.2.1
Date Approved: 11/02/90
Date Amended: 06/13/13
Reviewed w/no Changes:
Office of Responsibility: VP Fin
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SUBJECT: EDUCATION BENEFITS

- I. PURPOSE: To encourage and facilitate enrollment in university coursework.
- II. POLICY:
- A. Group 1--Benefit Eligible Employees
1. A benefit eligible* employee who is employed for nine (9) months or more in any given year to work six (6) hours a day or more [.54 up to 1.00 FTE], qualifies for a tuition waiver, as does his/her spouse, based on the criteria below.
 - a. Eligible employees hired before July 1, 2013, and his/her spouse, qualify for a full tuition waiver.
 - b. Eligible employees hired on or after July 1, 2013, qualify for full tuition waivers beginning the semester following their 6-month employment date. Half tuition is waived for his/her spouse beginning the semester following the employee's 12-month employment date.
 2. This waiver program is available for all educational and general SUU credit courses including summer school and night school offerings. Non-credit or self-support classes are subject to all non-credit or self-support fees.
 3. Employees with the appropriate arrangement with the department head or immediate supervisor may make application to enter into academic work, up to six (6) clock hours of work in a work week period during the employees' regular working day hours, arranged so as not to interfere with his/her contractual agreement and obligation to the University.
 - a. If the course is specifically related to the improvement of job performance (as determined by the employee, the supervisor, and/or intermediate supervisor), three (3) clock hours of work per week may be taken on a released-time basis, and the employee will not be expected to make up the time.
 - b. Anything not covered by "a" above requires the released time to be made up or compensation adjusted as approved by the supervisor.



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- c. Employees may, with the approval of their supervisor, use their lunch hour or time before and after their regular working day hours to make up released time. "Break time" may not count as an offset against released time or made up time.

All such applications must be approved by the President, Vice-President, or dean; in addition to the immediate supervisor.

4. The application and authorization for tuition waiver form must be obtained by the person receiving the waiver and appropriately signed and submitted to Human Resources prior to the beginning of each semester.
5. An employee (and his/her spouse) who has formally retired at the age of 65 (normal retirement age) or older who was holding a position under full-time "contract" for nine (9) months or more at the time of retirement is eligible for tuition waiver under the provisions of this policy.
6. Half tuition waivers are available to unmarried dependent children under 27 years of age of full-time employees currently under "contract" for nine (9) or more months.
- a. Eligibility and approval will be determined by Human Resources. For employees hired on or after July 1, 2013, these dependent waivers are available starting the semester after the employee's 12-month employment date.
- b. Application must be made in accordance with paragraph four.
7. Eligibility for all waivers is determined as of the first day of the term, not at the time the application is submitted.



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B. Group 2--Half-time Benefit Eligible Employees

Half-time benefit eligible* employees, hired before July 1, 2013, who are employed for nine (9) months or more and for four (4) hours a day or more [.375 up to .54 FTE] are eligible to receive a full tuition waiver for three (3) or less credit hours per semester. Half-time benefit eligible employees hired on or after July 1, 2013 are eligible for the waiver starting the semester after the employee's 6-month employment date. The class must be taken outside of normal working hours.

C. Group 3--Adjunct Faculty

Adjunct faculty employees, hired before July 1, 2013, teaching part-time are eligible to receive a full tuition waiver for three (3) or less credit hours per semester in which they teach. Adjunct faculty employees hired on or after July 1, 2013 are eligible for the waiver six (6) months after their initial date of hire.

*Benefit Eligible employees refer to individuals that are eligible for University fringe benefits (retirement, vacation, medical insurance, long-term disability, etc.).

FORMER PROPOSED