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Subject: Chapter 2 BUSINESS--VP FOR BUSINESS
Section 4.03 TUITION BENEFITS

I. PURPOSE

This policy defines College educational benefits for full-time regular, salaried employees, and members of the Institutional Council and their dependents. Qualified retirees and their spouses are also eligible for the benefit.

II. DEFINITIONS

- A. Full-time Employee. Individuals who work at least 75% of full-time equivalent (FTE); i.e., six hours or more per day or 30 hours per week etc., for non-faculty and 75% or more of a regular academic load for faculty.
- B. Regular Employee. Those employed full-time, salaried, and expected to work for more than six consecutive months.
- C. Spouse. An individual legally married to a full-time, College employee, or Institutional Council member, where there is no legal separation or divorce.
- D. Dependents. Individuals who are natural or legally adopted children or step children, of a full-time regular employee or Council member who receive over half of their support from the employee or council member.

III. POLICY

- A. Full-time, Regular Employees and Members of the Institutional Council. Full-time regular employees, and members of the Institutional Council (i.e., those who meet the definitions of "full-time" and "regular") are eligible immediately upon employment or appointment for the tuition benefit and may register for Salt Lake Community College courses of study up to a total of ten (10) credit hours per quarter, with approval. These individuals are not required to pay regular tuition or regular student fees. However, special fees, such as late

fees, special laboratory fees, course texts, or other expenses, are expected to be paid by the employee, as required.

Employees wishing to take classes during regular working hours will need written approval from their immediate supervisor with notification sent through channels to the appropriate dean or vice president. Regular work hours missed by employees for class attendance must be made up on an approved prearranged schedule with the immediate supervisor. If the employee is required by the supervisor to attend a class during working hours, the employee is not required to make up the time. Rest breaks and office consultation hours may not be substituted for class time taken during regular scheduled work hours.

- B. Spouses and Dependents. Spouses and dependents of full-time, regular, salaried employees, and members of the Institutional Council may register for courses without restriction as to time or number of hours. They will not be required to pay the regular tuition. However, they will have to pay regular student fees, late fees, special laboratory fees, course texts, or other expenses.
- C. Qualified Retirees and Spouses. Fully retired employees of the College who have completed 10 or more years of continuous full-time regular service immediately prior to retirement are eligible, along with their spouses, to receive the tuition benefit. However, they will have to pay regular student fees, late fees, special laboratory fees, course texts, and other expenses.
- D. Continuing Education Courses.
 - 1. Employees and Institutional Council members eligible for the tuition benefit may take Continuing Education courses. They will not be required to pay tuition or regular student fees provided the minimum enrollment for the class has been met. However, they have to pay special laboratory fees, course texts, and other required expenses. The tuition benefit will not apply if the minimum course enrollment is not met.
 - 2. Dependents, Retirees, and Spouses. Individuals in this category are eligible for the tuition benefit provided the minimum enrollment for the class is met. They must pay regular student fees, special laboratory fees, course texts, and other required expenses.

IV. PROCEDURE

- A. Request for reduced tuition forms will be available at the Personnel Services Office.

- B. The request for reduced tuition form is to be approved in advance of the individual registering for a class and is the individual's responsibility. The supervisor approves and signs the employee's form. The employee and the supervisor sign and approve the dependent's form. The President's Office will sign the Council forms. Retirees and their spouses tuition reduction forms will be signed by the Personnel Services Office.
- C. Individuals follow the normal registration procedures as prescribed by the College and must have a completed request for reduced tuition form.
- D. Continuing Education enrollees should follow the above procedures, but will register after the first week of class. This is to ensure a minimum number of paying students and to provide the tuition benefit.