

## POLICIES AND PROCEDURES

Subject: Administrative Interpretation and Procedures for Employee Scholarship Policy Reference: F-I-a,1

Source: President Eff. Date: October 1, 2006

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated September 27, 2005

Date: October 19, 2006

### **Definitions:**

A full-time employee is (1) an employee (support staff and other non-teaching personnel) who is budgeted for fifty percent or more time for at least five months, excluding students holding positions for which student status is a requirement for employment, or (2) a full-time faculty member as defined in the Faculty Salary Policy.

Support Staff and other non-teaching personnel will be allowed to take courses during their (individual) regular working hours when approved in advance by their supervisor and through administrative channels to the appropriate vice president (or president if there is no vice president in chain of command) or his/her designee. Employees who are permitted to enroll in courses during regular hours must still complete 40 duty hours each week unless the class is critical for job performance and the supervisor requests that the employee takes the class. Duty hours must be approved by supervisor. Regardless of the time the class is held, when making up time spent out of the office to take classes, the employee will still take a minimum 30 minute lunch break.

Full-time faculty may take courses as their teaching and office-hour schedule permits.

Full-time employees may access credit by MCC Departmental Examination through use of the Staff Scholarship. To accomplish this, a copy of the application form for the examination must be attached to the Staff Scholarship form. The application(s) must have been approved by the appropriate division director or program director, who will have designated an instructor to prepare, administer, and grade the examination.

When the Staff Scholarship benefit is used, the amounts which the employee or dependent still owes MCC should be paid using the same published deadlines for student payment of accounts. If employees (or their dependents) have not paid by these deadlines, the employee/dependent will be deleted from the class rolls for non-payment.

The Alternative Teacher Certification Program Courses are not eligible for the employee scholarship.

Effective the Summer 2006 semester, MCC's Employee Scholarship will not cover three-peat or subsequent registration for most credit and Continuing Education/Workforce Training courses. Developmental courses and certain other courses, as defined by Texas Higher Education Coordinating Board guidelines, will not be affected by three-peat and subsequent registration. Three-peat and subsequent registrations include courses taken at McLennan Community College since the Fall 2002, semester.

Exceptions to this policy require the approval of the President.