

SECTION: Personnel

SUBJECT: Educational Privilege

Background: LCSC is committed to providing educational opportunities for its employees and students.

Point of Contact: HRS

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: President, Provost, VPFA, Dean Student Services, Controllers Office.

Date of approval by LCSC authority: July 13, 2009

Date of State Board Approval: N/A

Date of Most Recent Review: July 13, 2009

Summary of Major Changes incorporated in this revision to the policy: Added link to Staff Registration Request; Changed limit for spouses to 6 credits to be consistent with employee limit.

Philosophy

Lewis-Clark State College is committed to providing educational opportunities for the professional development of its employees. Pursuant to that commitment, reduced fees are offered to selected members of the LCSC community.

Policy

1. Eligibility

Lewis-Clark State College offers a fee reduction (\$20 registration fee and \$5 per credit hour) to the following:

- A. LCSC employees who work half time or more, who have completed at least six months of satisfactory employment at LCSC, and are otherwise eligible for health and retirement benefits, (including those on official leave) and their spouses;
- B. faculty members emeriti, honored staff retirees, and their spouses;
- C. widows or widowers whose spouses' deaths occurred while the spouses were in the employ of, on official leave from, or retired from LCSC;
- D. adjunct faculty (teaching 24 credits or more per year) and their spouses during their term of appointment;
- E. employees and spouses of Boise State University, University of Idaho, Idaho State University, and employees of North Idaho College, College of Southern Idaho and College of Western Idaho.

SECTION: Personnel

SUBJECT: Educational Privilege

This privilege is subject to the provisions, interpretations, and limitations contained in the following subsections (see Educational Reciprocity, paragraph 6.0).

Administrator's Approval: Prior to registering for coursework, the written approval of the employee's supervisor, the appropriate Vice President (or President for Direct Reporting Unit's) and the Human Resource Services Director must be obtained and documented on the Staff Registration Request

http://www.lcsc.edu/humanresources/forms/LCSC_STAFF_REGISTRATION_REQUEST.pdf. If class attendance is required during normal duty hours, a written agreement between the employee and supervisor must be attached indicating how the time missed will be made up, including a schedule of revised work hours during the semester.

2. Registration:

- A. The Staff Registration Request must be completed prior to registering for classes.
- B. Eligible employees and their spouses may register for a maximum of six (6) credits in a semester or three (3) credits in the summer session under the terms of this benefit.
- C. The employee's job has first priority. In the event of conflicts between requests to take classes during scheduled working hours and the department's ability to provide services, the supervisor has the authority and responsibility to approve, modify or deny the request.

3. Employment Termination

- A. If an employee's appointment is terminated during an academic period for which the employee or the employee's spouse is registered for academic work under this policy, eligibility for educational privileges expires at the end of that academic period.

4. Program Eligibility

- A. Educational privileges apply to all regular credit granting programs and courses offered through Lewis-Clark State College, including regularly scheduled summer school. Workshops and non-credit courses offered by Community Programs and Workforce Training that are self-supporting require payment of full fees.
- B. Employees and spouses who are eligible for educational privileges may receive further reduced fees on fitness/wellness classes. The fee for these courses is \$10.00 registration and \$2.50 per credit. If other courses are taken in conjunction with a fitness/wellness activity class, the registration fee is \$20.00 but the cost per credit for the wellness class is \$2.50.

SECTION: Personnel

SUBJECT: Educational Privilege

5. Program Limitations

- A. A person who is registered under this policy is entitled only to academic services (e.g., instruction, use of the library, tutoring, writing center, and math lab). Other services covered by regular fees, such as student health services, insurance, and student activities, are not included. Special fees, individual instruction in music, workshops, lab fees, course-related field trips, most Community Program/Workforce Training courses, and other courses that are self-supporting do not meet educational privileges eligibility.
- B. These reduced-rate educational privileges are not available to children of employees.
- C. Any credit hours taken beyond the number approved on the Staff Registration Request will be billed at the regular part-time credit hour rate.
- D. These reduced-rate educational privileges are not available to employees or their spouses who are full-time students (12 or more credits per semester). The total of reduced rate and normal rate credit hours shall not exceed 11 hours per semester.

6. Educational Reciprocity

- A. Reciprocal educational privileges are extended to each of Idaho's two-year and four-year public institutions. Reciprocal Education Agreement forms may be obtained in Human Resource Services and must be completed in addition to the staff registration request to take courses at another institution. The value of the waiver for graduate level classes is a taxable benefit and is subject to normal withholding rules. Course fees and credit hour limits at other participating four and two-year public institutions are determined by the policies in place at the providing institution.

7. Exceptions to Policy

- A. Exceptions to the above policies must be approved by the employee's respective Vice President (or President for employees in Direct Reporting Units) and documented on the Staff Registration Request.

The following form can be found at

http://www.lcsc.edu/humanresources/forms/LCSC_STAFF_REGISTRATION_REQUEST.pdf

SECTION: Personnel

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STAFF REGISTRATION REQUEST

- The staff Registration Request must be completed prior to registering for classes.
- Eligible employees and their spouses may register for a maximum of six (6) credits in a semester or three (3) credits in the summer session under the terms of this benefit.
- These reduced-rate educational privileges are not available to employees or their spouses who are full-time students (12 or more credits per semester). The total of reduced rate and normal rate credit hours shall not exceed 11 hours per semester.
- Spouses pay normal part time credit hour fee for courses in excess of those approved by supervisor.
- See policy 3.130 for more information.

Name of Individual Requesting Waiver: _____

Individual's Student I.D. Number or Last 4 Digits of Social Security Number: _____

If Spouse Requesting Waiver, Name of Employee: _____

Employee's Student I.D. Number or Last 4 Digits of Social Security Number: _____

<u>Title of Employee:</u>	<u>Department:</u>	<u>Status/Hours Worked Per Week:</u>
_____	_____	IH on Benefits: _____
		Part-Time: _____
		Full-Time: _____

Institution	Class(es)	#	Semester:	Year:
Attending:	Registering for:	Credits:	(circle one)	
_____			Spring/Fall/Summer	_____
_____			Spring/Fall/Summer	_____
_____			Spring/Fall/Summer	_____

Are any of the above courses conducted during your regularly scheduled work hours? yes no
If yes, attach a written agreement between you and your supervisor to make up the lost work time.

Approvals (PLEASE OBTAIN IN ORDER LISTED BELOW)

Department Head/Director Date

Dean Date

SECTION: Personnel

SUBJECT: Educational Privilege

Provost/Vice President/President Date

Human Resource Services Director Date

Supervisor Comments (if any):