



# GRAYS HARBOR COLLEGE

## Operational Policy

Policy Name	<b>EMPLOYEE PROFESSIONAL DEVELOPMENT AND TUITION PAYMENT</b>
Policy Number	<b>660</b>
Date Adopted	7/30/79
Date(s) Revised	4/01, 3/11, 6/13, 1/15, 11/16, 8/22

1. As an institution of Higher Education, Grays Harbor College finds the continued ongoing education of its employees to be valuable. This value is enhanced when employees take classes at Grays Harbor College so that they can observe first-hand the Grays Harbor College student experience.
  - A. For permanent classified, part- and full-time faculty, and annually-contracted administrative exempt employees who are employed at least 50% of full time with Grays Harbor College, the college will pay the tuition and fees for credit-bearing classes taught by Grays Harbor College as described below.
  - B. Tuition and fees covered by this policy:
    1. Tuition as defined by the tuition schedule.
  - C. Tuition and fees not covered by this policy:
    1. All other fees that are listed on the Fee Waiver and Fine Schedule and that are associated with the related course(s) for which tuition is waived.
    2. Non-credit bearing courses (CE and CSI).
    3. BAS courses.
  - D. Employees must qualify for courses in the same manner as any other student. Enrollment shall be on a "space available" basis as determined by the College after opportunity has been given for regular students to register and pay fees for courses offered. No new or additional courses or course sections shall be created for the purpose of accommodating enrollment of students on the basis of this policy.
  - E. Eligible classified employees may enroll during any quarter. Employees are encouraged to consider courses which do not conflict with their normal work schedule. However if employees wish to enroll for a course offered during working hours, release time will be at the discretion of their supervisor. Release time will only be approved for up to 5 credit hours per quarter. If a supervisor approves an employee taking additional classes beyond five credits during work hours, the employee must either submit a leave slip or arrange for alternative work hours at the discretion of the supervisor to account for the employee's absence from the work unit. In circumstances where the college requires that the

employee takes a specific class, release time will be granted for the time spent in class. In this circumstance, the college will also pay all fees for the required class.

F. Specific Provisions applicable to Faculty and Administrative Personnel

1. Salary improvement and vocational certification: courses taken under the provisions of this policy may be counted for advancement on the salary schedule or for vocational certification provided such courses are an approved part of the individual's professional improvement plan as defined in the Faculty Contract.
2. If a faculty member desires to enroll in a course during the normal work day, approval must be granted in writing by the Vice President for Instruction or appropriate Dean. There shall be no conflict with assigned duties.
3. If an exempt employee desires to enroll in a course during the normal work day, approval must be granted in writing by the immediate supervisor. There shall be no conflict with the performance of the administrator's duties

G. In the event an employee withdraws from a class covered under this policy, any refunds due will be processed according to the standard refund policy; however, the employee only qualifies for refunds of the fees they personally paid, and Grays Harbor College will receive the remaining refunds.

H. In the event that the employee separates from employment with Grays Harbor College during the first 10 instruction days of the quarter in which the employee is actively taking a class under this policy, the employee will be required to either withdraw from the class, or pay all tuition and fees as if they were a regular student.