

GRAYS HARBOR COLLEGE
Operational Policy

Subject: TUITION AND FEE WAIVERS FOR STATE EMPLOYEES
Operational Policy Number: 621
Date adopted: 7/30/79 Revised: 4/01, 3/15/11, 6/18/13, 01/15, 11/15, 11/16

I. Preface

This policy, concerning tuition and fee waivers for full-time State employees, is provided pursuant to authority granted by Chapter 82, Laws of 1979, and the rules of the State Board for Community and Technical Colleges, RCW 28B-15-558. This statute authorizes the trustees of community college districts to waive all or a portion of tuition, as defined by the tuition schedule, for half time or more employees who are enrolled in courses at that institution.

It is the policy of Grays Harbor College to waive College credit tuition, as defined by the tuition schedule, on a space available basis for employees employed half-time or more. The following definitions and rules shall apply:

II. General Provisions

- a. State Employees for this policy are those defined under RCW 28B.15.558.
- b. Persons enrolling in courses for which tuition is waived will pay a registration fee of \$5.00 per class.
- c. 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. Eligible employees of Grays Harbor College shall be given priority over other state employees in registration.

III. Tuition and Fees

- a. Waived by this policy
 - i. Tuition as defined by the tuition schedule.
- b. Not waived by this policy
 - i. 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.
 - ii. Non-credit bearing courses (CE and CSI)
 - iii. BAS courses.

IV. Specific Provisions applicable to classified personnel

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.

V. Specific Provisions applicable to Faculty and Administrative Personnel

- A. 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.
- B. 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.
- C. 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