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3/23/12

**UNIVERSITY REGULATION
PART IV - HUMAN RESOURCES
Chapter 04.06 – Benefits and Leave**

R04.06.010. Employee Education Benefits.

Regular employees, spouses and dependents are authorized a waiver of course charges under the following conditions:

- A. Employees and qualified dependents are eligible for education benefits at the completion of the qualifying employee's probationary period. If rationale exists to waive this rule coordination with SW Human Resources is necessary.
- B. A regular employee of the university will have graduate and/or undergraduate course credit hour charges waived for up to ~~six-eight~~ credits per semester. A regular employee will have course charges waived for up to ~~three-four~~ non-credit courses from a UA-approved list per semester, with prior approval by the employee's supervisor. Course charges may be waived for a maximum of ~~12-sixteen~~ credit hours and ~~6-eight~~ non-credit courses per academic year, beginning with the fall semester and ending with the summer term. Prior to the start of each academic term, the list of UA-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- BC. A ~~regular-qualifying~~ employee who will be employed by the university for the following academic year, but who is off contract during the summer will have graduate and/or undergraduate course credit hour charges waived for up to ~~12-fifteen~~ credits and for up to ~~6-eight~~ non-credit courses from a UA-approved list per summer session within the ~~12-fifteen~~ credit and ~~6-eight~~ non-credit course limitation in each academic year.
- CD. An employee may take up to three credit hours during working hours, with prior approval by the supervisor, without having to make up the time if, in the opinion of the supervisor, the coursework will be of direct benefit to the university. An employee may take UA-approved non-credit courses during working hours with prior approval by the supervisor. Employees are not required to make up the time for their attendance at UA-approved non-credit courses.
- DE. An employee may attend credit courses that do not directly benefit the university during working hours, provided that it is approved in advance by the supervisor and does not impede the work to be performed. The employee will be responsible for making up lost work time through a flexible work schedule requested through and approved by the supervisor.
- EF. Spouses and dependent children under the age of 24 of employees in benefits-eligible positions will have course credit hour charges waived. Course charges for non-credit courses will not be waived for spouses and dependents of employees.

- | FG. An individual who qualifies for permanent disability during his/her regular employment under the University of Alaska's long-term disability plan will have course credit hour charges waived for a period of three academic years following qualification.
- | GH. An employee who has included university coursework as part of an approved leave of absence is entitled to the same education benefits as a regular employee.
- | H.
- | I. 500 level courses and year-long courses are not eligible for tuition wavier.
- | J. Employees and dependents receiving education benefits must maintain Satisfactory Academic Progress (SAP) in order to qualify for education benefits.
- | K. University employees who by virtue of their employment status qualify for tuition waiver benefits cannot also claim tuition waiver benefits as a spouse.
- | A.L. Education benefits cease upon termination of employment except for those courses in which the employee is currently enrolled and classes are in session at the time of termination.
- | I.M. Education benefits provided by this section apply to the total number of credit hours in which the employee, spouse, and/or dependent enrolls.
- | JN. An employee is responsible for any tax liability generated from employee education benefits.
- | KO. With the exception of non-credit UA-approved courses, self-support course charges are not eligible to be waived under this benefit.
- | LP. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.

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✓ out a copy of SAP
W's count against SAP