TEXAS STATE TECHNICAL COLLEGE SYSTEM

SYSTEM OPERATING STANDARD

No.HR.2.3.19	**Page 1 of 3**	**Effective Date: 03/12/04**
DIVISION:	**Human Resources**	
SUBJECT:	**Professional Development Release Time and Employee Scholarships**	
AUTHORITY:	**Minute Order #87-03**	
PROPOSED BY:	***Original Signed by Rich Morris***	
TITLE:	**Associate Vice Chancellor, Human and Organization Development**	**Date: 03/12/04**
RECOMMENDED BY:	***Original Signed by Rich Morris***	
TITLE:	**Associate Vice Chancellor, Human and Organization Development**	**Date: 03/12/04**
APPROVED BY:	***Original Signed by Bill Segura***	
TITLE:	**Chancellor**	**Date: 03/12/04**

STATUS: Approved by MC 03/12/04

HISTORICAL STATUS: Revised 02/2004
Approved by BOR 10/24/03
Approved by MC 9/19/2003
Proposed 09/2003

POLICY

It is the policy of Texas State Technical College to encourage employee professional development through scheduled release time and employee scholarships, when these will not impair the efficient operation of the college.

PERTINENT INFORMATION

Appropriate continued education of employees benefits students, employees, and Texas State Technical College as a whole. As such, employees may seek to continue their education at Texas State Technical College or other accredited higher education institutions and request the rescheduling of their work assignments, release time, and/or employee scholarships to support this goal.

DELEGATION OF AUTHORITY

The Chancellor and Presidents have the authority and responsibility to establish procedures to ensure compliance with this System Operating Standard.

OPERATING REQUIREMENTS

1. Employees may not receive college credit for courses within a department in which they teach. Those who wish to continue their education in that area of study may enroll in courses at another Texas State Technical College. The alternate college must be separately accredited. Employees who were enrolled prior to November 24, 2003, in a degree program, in a department in which they teach, will be grandfathered and allowed to continue their pursuit of the degree as originally planned, provided satisfactory progress is maintained toward that degree.

2. Employees may be granted up to four hours of release time per week to continue their education, whether for college credit or continuing education. The request for the use of release time, including documentation demonstrating a clear benefit to the College, must be approved by the appropriate President or Executive Vice Chancellor prior to the employee attending class. (Lunch periods are not considered release time provided the employee does not take time away from his or her work schedule to eat.) (See HR.2.3.18, Release Time)

3. Employee scholarships may be offered by a College or the System Office, as follows.

    A. An employee scholarship must clearly benefit Texas State Technical College, and this benefit must be documented.

    B. To be eligible for an employee scholarship, an employee must occupy a full-time budgeted position and have been employed at Texas State Technical College for at least six consecutive months immediately prior to the beginning of the term in which the course is to be taken. Exceptions must be approved by the appropriate President or Executive Vice Chancellor.

    C. The amount and type of an employee scholarship will be determined by the appropriate College/System Office on a case-by-case basis.

    D. Employee scholarships may cover the cost of tuition and mandatory fees, books, tools, and/or supplies for college-level courses.

    E. An employee scholarship may be awarded for up to two courses per term, with a maximum of 16 college credit hours or 40 CEUs per academic year.

    F. Administration of employee scholarships will comply with federal and state laws and regulations. Awarding of scholarships will be carried out without discrimination and in compliance with College guidelines.

G. Scholarships must be funded through sources other than state Education and General revenue.

4. The employee must obtain written approval, using the appropriate form, from the appropriate President or Executive Vice Chancellor before release time or an employee scholarship is granted for any course.

5. Proper records will be kept on release time that is granted for continued education and employee scholarships that are awarded.

6. The appropriate President or Executive Vice Chancellor may permit employees to be assigned to alternate schedules, positions, or duties for a limited time in conjunction with college coursework.

PERFORMANCE STANDARDS

1. College Operating Procedures evidence compliance with this System Operating Standard.

2. Proper documentation is on file for release time and employee scholarships, in accordance with Texas State Technical College records retention procedures.

COLLEGE OPERATING PROCEDURE

COLLEGE		**Page 1 of**
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:		**Date**
FORWARDED TO SYSTEM OFFICE ON		