PROCEDURE NO. 5021

TITLE: EMPLOYEE ENROLLMENT IN COURSES AT SOUTH FLORIDA STATE COLLEGE

BASED ON POLICY: 5.02 EMPLOYEE BENEFITS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

I. Purpose:

To describe the conditions under which an eligible employee may take coursework from this institution while in its employ.

II. Procedure:

An employee who wishes to enroll in coursework must comply with the following guidelines:

A. Make every effort to enroll in and complete all courses and coursework during non-working hours.

B. If courses are only available during work hours or if other extenuating circumstances prevent the employee from enrolling during non-working hours, the employee must:

   1. Request approval in advance by the immediate supervisor for a work schedule change which would provide for the continued efficient operation of the College and meet work week requirements.

   2. Request the use of personal or annual leave for the anticipated absences while pursuing coursework. Leave must be authorized in advance by the employee’s supervisor.

   3. Receive approval from the appropriate vice president and/or president to enroll in more than six credits each fall, spring, and summer or more than 10 contact hours per week.

C. Employees may not enroll in a program that leads to a certificate or license if the primary coursework is taught or supervised by a subordinate.

HISTORY: Last Revised: 10/6/20
Adopted: 5/17/85
Reviewed: -
Revised: 12/4/01, 6/1/05, 7/13/10, 10/6/20