

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5023

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 course work from this institution while in its employ

II. Procedure:

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

- A. Make every effort to enroll in courses offered 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. Be granted 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 absence while pursuing course work. 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 one course per term or more than five contact hours per week.
- C. Employees may not enroll in a program that leads to a certificate or license if the primary course work is taught or supervised by a subordinate.

HISTORY: Last Revised: 7/13/10

Adopted: 5/17/85

Reviewed: -

Revised: 12/4/01, 6/1/05, 7/13/10