

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:001	Supersedes Policy Number: 5:001
Date: <i>July 11, 2002</i>	Dated: December 2, 1998
Subject: Faculty and Staff Support for Educational Expenses	
Initiating Authority: Executive Director of Human Resources	TBR Policy/Guideline Reference: P-130
Approved: <i>[Signature]</i> President:	

Austin Peay State University is committed to the need for the continued professional growth and development of faculty and staff. It considers support for educational assistance of personnel and their dependents as an important vehicle for addressing that need. These programs are available subject to the funds being budgeted and available within the institution. **Austin Peay follows the procedures documented in TBR Guideline P-130 in implementing the following programs. Please refer to that guideline for details on each of the following programs.**

- (1) Faculty or Administrative/Professional Staff Grant-in-Aid Program
- (2) Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program
- (3) Employee Audit Program/Non-Credit Program
- (4) Clerical and Support Staff Maintenance Fee Payment Program
- (5) Faculty, Administrators, and Support Staff Fees Waiver at any Tennessee Public Post Secondary Institution (PC 191)
- (6) Student Fee Discount for Spouse and Dependent Children of Employees
- (7) Employees Age 65 and Above
- (8) Desegregation Development Programs
- (9) Public Higher Education Fee Waiver for State Employees
- (10) Fee Discount for Dependent Children of Licensed Public School Teachers or State Employees

Application Forms

Application forms for educational programs may be obtained online at www.apsu.edu/hrhomepage/forms.htm or from the APSU Human Resources Office except where noted.

Current APSU employees can participate in programs 1-8.

APSU retirees may participate in programs 2, 3, 4, 6, and 7.

Personnel assigned by the military to the institution through an agreement are eligible to participate in programs 3, 4, 5, 6, and 7.

State employees may participate in programs 3, 7, and 9. Forms must be obtained through the State office/department where the employee currently works.

Eligible dependents of licensed public school teachers or State employees may participate in program 10 only. Forms for this program must be obtained through the office/department where the employee currently works.

Taxation of Educational Assistance Program

Undergraduate course tuition paid by Austin Peay State University for its employees is eligible for exclusion from the employee's gross annual income in accordance with Internal Revenue Code (IRC) Section 117 (d). For graduate courses that began after January 1, 2002, the first \$5,250 of eligible expenses in a calendar year can be excluded under IRC Section 127. Additional expenses paid by the University exceeding that amount will be included in the employee's income as wages. The only exception for excluding these excess payments from income is for a course that qualifies as "work-related."

Graduate courses are considered work-related if the education:

- a. maintains or improves skills required by the individual in his/her employment; or
- b. meets the express requirements of the individual's employer, or the requirement of applicable law or regulations, imposed as a condition to retain the present position or salary.

However, even if the education meets the requirements listed above, the education expenditures are not considered work-related if the education:

- a. is required in order to meet the minimum education requirements for qualification in his/her employment; or
- b. qualifies the individual in a new trade or business.

If the supervisor is not sure if the graduate course is work- related, the supervisor should contact the Human Resources Office for assistance in making the determination.

Current Employees Taking Classes During Work Hours

As a restriction on the amount of time spent in class during the workday, current employees of the university will be limited to taking one three (3) hour class, regardless of the program used, during regular work hours. This limitation excludes any classes taken during the lunch period. The lunch period is a one one-hour period of time beginning three to five hours after the employee is scheduled to begin work on a regular workday. To qualify as a class conducted during the employee's lunch period, the beginning time of the class must be within the three to five hour period specified. This restriction pertains to all TBR education programs outlined in the TBR guideline and this policy. Non-faculty employees taking the three hour class during regular work hours will be required to submit a copy of their approved leave request with their application to participate in the program. For faculty members taking a class during the normal workday, the Department Head's signature on the application form will indicate their concurrence with the days and time the class will meet and that it will not be a conflict with the faculty member's assigned duties.

In addition to the information in TBR Guideline P-130, the following institutional requirements are included specifically for Austin Peay State University.

(1) FACULTY OR ADMINISTRATIVE/PROFESSIONAL STAFF GRANT-IN-AID PROGRAM

Deadline for Submission

Requests for grants-in-aid shall be submitted (using the form obtained from the Human Resources Office) to the President for approval no later than March 1 for the ensuing year. After approval, the institution may issue and execute the contract stating to the recipient the conditions under which the grant-in-aid is awarded. A copy of the executed contract shall be completed prior to June 30 of the same calendar year.

Priorities for award of Grant-in-Aid's are established in Section I, paragraph A. of TBR Guideline P-130. In addition to the eligibility and priorities established in the TBR guideline, the following priorities will be used by Austin Peay State University in making award decisions:

1. Students taking classes at Austin Peay State University
2. Students taking classes at another TBR or UT institution
3. Students taking classes at private institutions or out-of-state institutions.

(2) FACULTY/ ADMINISTRATIVE/ PROFESSIONAL STAFF TUITION OR MAINTENANCE FEE REIMBURSEMENT PROGRAM

Priorities for participation in the Reimbursement Program are established in Section II, paragraph A. of TBR Guideline P-130. In addition to the eligibility and priorities established in the TBR guideline, the following priorities will be used by Austin Peay State University in making award decisions:

1. Students taking classes at Austin Peay State University
2. Students taking classes at another TBR or UT institution
3. Students taking classes at private institutions or out-of-state institutions.

(3) EMPLOYEE AUDIT PROGRAM/NON-CREDIT PROGRAM

Stipulations

- a. Except for retirees, employees in counsel with their immediate supervisors should limit the number of courses audited so as to maintain an optimum level of job performance. Courses should be scheduled at times other than during regularly scheduled work hours unless annual leave or an adjusted work schedule in accordance with APSU Policy 5:017 has been approved to attend courses during work hours. Six credit hours is the maximum allowed per term or two non- credit courses per term. However, if the term is less than twelve weeks long, the institution will support a maximum of three hours per term. Additionally, an employee cannot use the Employee Audit Program for both FCC and on campus if the terms overlap.
- b. Non-credit courses are limited to on-campus courses only and must be job related and contribute directly to the performance of duties within the employee's office. Requests with appropriate justification will be forwarded through supervisory channels to the Division Head. The Division Head is the final approval authority for the request and will either approve or disapprove the action. Disapprovals may be based upon lack of funding or other appropriate reasons as determined by the Division Head
- c. Eligibility for the Employee Audit Program are established in Section III, paragraph A. of TBR Guideline P-130. In addition to the eligibility established in the TBR guideline, the following priorities will be used by Austin Peay State University in making award decisions:
 1. Students taking classes at Austin Peay State University.
 2. Students taking classes at another TBR or UT institution.

(4) CLERICAL AND SUPPORT STAFF MAINTENANCE FEE PAYMENT PROGRAM

Level of Support

Payment by the institution will be restricted to an amount no greater than the established resident maintenance or tuition related fees for six (6) credit hours per term. Tuition related fees might include maintenance fees, tuition, debt service fees, technology access fees, service charges and incidental fees payable at the time of registration. The employee will be responsible for application fee and required deposits, laboratory fees, etc. However, if the term is less than twelve weeks long, i.e., FCC or Summer Terms, the institution will support a maximum of three hours per term under this program. Additionally, an employee cannot use the Staff Maintenance Fee Program for both FCC and on campus courses if the terms overlap. If the employee chooses to take a course using PC 191, the institution will still support six (6) credit hours under the Staff Maintenance Fee Program.

Stipulations

Except for retirees, courses should be scheduled at times other than during regularly scheduled work assignments unless use of compensatory time or annual leave has been approved. The normal working period is considered to be the hours between the time that an employee is scheduled to begin work and the time that the employee is scheduled to leave. The lunch hour is an hour's break that begins within 3 to 5 hours after the onset of the working day. An employee's lunch hour is scheduled by the supervisor, in consultation with the employee, and subject to final approval of the division head. The lunch hour is not considered a normal working hour.

Eligibility for the Clerical and Support Staff Maintenance Program are established in Section IV, paragraph A. of TBR Guideline P-130. In addition to the eligibility established in the TBR guideline, the following priorities will be used by Austin Peay State University in making approval decisions:

1. Students taking classes at Austin Peay State University.
2. Students taking classes at another TBR or UT institution.

(5) Fee Waiver for TBR/UT System Employees

Eligibility for the PC-191 Fee Waiver is documented in Section V, paragraph A. of TBR Guideline P-130. In addition to the information provided in the guideline, the following priorities will be used by Austin Peay State University in making approval decisions:

1. Students taking classes at Austin Peay State University.
2. Students taking classes at another TBR or UT institution.

(6) Desegregation Development Programs

Priorities for participation in the Black Staff and Faculty Development Programs are established in Section VII under paragraph A(4) and A. of the respective sections for each **program as**

documented in TBR Guideline P-130. In addition to the eligibility and priorities established in the guideline, the following priorities will be used by Austin Peay State University in making award decisions:

1. Students taking classes at Austin Peay State University
2. Students taking classes at another TBR or UT institution
3. Students taking classes at private institutions or out-of-state institutions

EMPLOYEE SCHOLARSHIP APPLICATION

Austin Peay State University

(Complete one application for each course.)

TO BE COMPLETED BY APPLICANT

- 1. Name: _____
- 2. Soc. Sec. No.: _____
- 3. Position: _____
Date Employed: _____
- 4. Employment Status: Full-time Part-time
- 5. Department: _____
- 6. Course No. & Title: _____
- 7. No. Credit Hrs.: Graduate _____ Undergraduate _____
- 8. Quarter: _____ Year _____
- 9. Class Schedule: _____
(beginning & ending times; days of week)

(Applicant Signature) (Date)

Instructions to Applicant:

Step 1: Apply for and obtain final acceptance for admission to APSU.

Step 2: Complete and sign form and submit it to immediate supervisor at least two weeks prior to registration for the quarter in which enrollment is desired.

Step 3: Present the original to the cashier at registration in lieu of fee payment.

APSU/FA/PA/002 (Rev. 3-85)

FOR BUSINESS OFFICE USE ONLY

Scholarship Budget
Allocation \$ _____ Account No. _____

(Vice President for Finance & Admin.) (Date)

TO BE COMPLETED BY SUPERVISOR

- 1. Applicant's Normal Working Hrs.: _____
- 2. Applicant's Normal Lunch Hrs.: _____
- 3. If applicable, indicate arrangements for compensation of time away from the job:
Adjusted Lunch hrs. on non-class days.
(Specify: _____)
Early beginning work time.
(Specify: _____)
Late ending work time.
(Specify: _____)
Annual Leave.
(Specify hrs. per wk.: _____)
Other.
(Specify: _____)

Approved: _____ (Immediate Supervisor) (Date)

I certify that the applicant meets all SBR and APSU policies.

I certify that the applicant meets all SBR and APSU policies.
(Dean or Director) (Date)

(Vice President or Senior Administrator of Division) (Date)
I certify that the applicant meets all SBR and APSU policies.
Route form to Vice Pres. for Fin. & Admin. for allocation of funds.

PC 191 FORM

TO BE COMPLETED BY THE EMPLOYEE

Employee Name _____

Social Security No. _____

Institution _____

I request approval to enroll in a course during the term at _____ (institution). The course in which I wish to enroll is _____ (title and number), which carries _____ hours of credit and meets from _____ to _____ o'clock on _____ (days of week) from _____ to _____ (dates).

I understand the conditions of effecting my enrollment in this course and certify that I meet all regulations identified in PC-101

Signature _____ Date _____

TO BE COMPLETED BY THE PERSONNEL OFFICE

This request is approved _____. I certify that _____ is a full-time employee of this institution and that he/she has adequate annual leave hours accumulated to attend above course during work hours (if leave is to be used).

Signature _____ Date _____

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR

This request is approved for _____ who is under my direct supervision and I certify that all regulations of PC-191 have been met by applicants.

Name of supervisor _____ Title _____

Signature _____ Date _____

White - Registration, Yellow - Personnel
Pink - Employee, Gold - Business Office

APPLICATION

AUSTIN PEAY STATE UNIVERSITY

Scholarship Program for Faculty and Administrators Audit
(Please see reverse side)

1. Name: _____ Soc. Sec. No. _____
2. Title of your position: _____
3. Department or office: _____ Dept./Office
Budget No.: _____
4. Course to be audited: _____
(Dept.) (No.) (Title) Cr. Hrs.
5. Quarter: _____ Year: _____
6. I understand that this audit scholarship is available to me for courses offered for credit on a space-available basis and that it is possible that space will not be available for me in the class I wish to audit.

(signature of applicant)

APPROVED:

(Immediate Supervisor) (Date)

(Dean or Director) (Date)

(Vice President) (Date)

(President) (Date)

Instructions:

1. You must first apply for and complete admission to Austin Peay State University and be accepted. You should accomplish this a month in advance of registration.
2. Please complete the above application at least two weeks before the beginning of the quarter in which you wish to audit a course.
3. Please complete five copies;
1 - original to be submitted at registration in payment of maintenance fee
1 - Personnel Office
1 - to individual's personnel file in appropriate Vice President's office
4. Submit the approved original of this application at registration in payment of the maintenance fee.
5. Eagle University classes and non-credit Continuing Education classes are excluded from this scholarship program.

Faculty and Administrators Audit (Approved by Board of Regents at
December 1974 meeting)

Faculty and administrators may continue to develop their skills and knowledge through participation in educational programs that are available on a formal and organized basis. As an incentive, the faculty and administrators may request sponsorship from their department or administrative unit for a scholarship not to exceed the maintenance fees for the coursework taken. The following rules are established as guidelines:

1. This scholarship program is available to all full-time faculty and administrators that have been employed by the institution for at least six months.
2. Faculty and administrators may be permitted to audit courses and the institutions pay the maintenance fee for audit with the approval of the president of the institution.
3. All such audits must be accomplished at the institution where the person is employed. Faculty and administrators requesting a scholarship must meet the requirements for admission and are subject to institutional regulations and academic procedures.
4. Faculty and administrators, in counsel with their immediate superiors, should limit the number of courses audited so as to maintain an optimum level of job performance.
5. Course enrollment will be permitted on a "space available" basis.
6. After the faculty and administrators have made application for admission and have received final acceptance, they must submit the request to their superior two weeks prior to registration.
7. Institutional participation is contingent on availability of funds and institutional benefit in such participation.
8. Exceptions to these guidelines can be made by recommendation of the president as an exception and approval by the State Board of Regents.