

**TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: Human Resources

NUMBER: 02.03.05

AREA: Benefits

TITLE/SUBJECT: Educational Opportunities

I. POLICY STATEMENT:

As an institution of higher education, Texas Southern University (“University”) understands and supports educational opportunities for its employees.

II. PURPOSE AND SCOPE:

This policy has been established to provide educational opportunities to all full-time, benefits-eligible employees.

III. POLICY PROVISIONS:

The following steps must be completed to take classes during business hours:

1. Complete the Educational Opportunity Form (*See Attachment A*).
2. Submit the Educational Opportunity Form along with a copy of the proposed class schedule to your immediate supervisor and the Department of Human Resources for signature approval.

IV. GUIDELINES:

1. Employees must have completed at least six (6) months of employment to participate.
2. Educational opportunities are offered only at Texas Southern University.
3. Each employee is limited to a maximum of six (6) credit hours per semester.
4. Each employee is required to make up all work hours missed prior to the end of each pay period. Any time not made up by the employee by the end of the pay period will be subject to salary deductions, as allowed under the Fair Labor Standards Act.
5. Time-off for course matters cannot be charged to sick leave.
6. Under this Policy, the employee is solely responsible for all costs of course enrollment, including tuition, books, supplies, and other costs associated with the course. Full-time employees in good standing are eligible for the Employee Tuition Reimbursement

Program, Manual of Administrative Policies and Procedures 02.03.09.

V. REVIEW AND RESPONSIBILITIES:

Responsible Party: Senior Associate Vice President of Human Resources

Review: Every three years, on or before September 1

VI. APPROVAL:

Yolanda Edmond

Yolanda Edmond
Sr. Associate Vice President of
HR and Payroll Services

Lesia L. Crumpton-Young

Dr. Lesia L. Crumpton-Young
President

04/27/2022
Effective Date

Attachment A

***Request for Educational Opportunity**

Date _____

Employee Name _____

Employee Job Title _____

Department _____ Campus Phone _____

PROPOSED CLASS SCHEDULE

<i>CLASS TITLE</i>	<i># OF CREDIT HRS.</i>	<i>TIME</i>	<i>LOCATION</i>

Certification and Approvals:

Employee: _____ Date _____

Supervisor: _____ Date _____

Human Resources: _____ Date _____

**Attach a copy of the class schedule*