



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-2165
Origination: February 17, 2004
Effective: February 17, 2004
Reviewed: August 2006

SUBJECT: Educational Release Time for Classified Employees

REFERENCE: Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*

1. PURPOSE

The purpose of this policy is to provide a rule for granting and documenting educational release time at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy shall apply to all full time regular classified employees as defined by Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*, who have been employed by Southern West Virginia Community and Technical College for a minimum of six months and are not in a probationary status.

3. DEFINITIONS

None.

4. POLICY

Southern West Virginia Community and Technical College encourages employees to take advantage of educational opportunities for career development and improvement. To achieve this end, a combination of flexible work hours, annual leave, and educational release time may be used to permit employees to attend classes. It shall be the policy of the Board of Governors to allow full time regular classified employees of Southern West Virginia Community and Technical College to receive educational release time in accordance with the provisions provided herein. Southern will provide reasonable opportunity for eligible classified employees to obtain educational release time. However, educational release time is not an entitled benefit nor a guarantee. Educational release time that coincides with the employee's regular work schedule will be deemed credited work time for payroll purposes and should be documented accordingly on the employee time records.

5. BACKGROUND OR EXCLUSIONS

Part time, casual, and temporary classified employees and faculty are excluded from the provisions of this policy. Full time regular classified employees who are serving in a probationary period are not eligible for educational release time.

6. GENERAL PROVISIONS

This policy allows a classified employee to take ONE class per semester during work time, PROVIDING that the needs of the department are such that the employee's absence will not disrupt services. Educational release time may be granted for actual in-class time and reasonable travel time to and from class. A combination of flexible work hours, annual leave, and/or educational release time may be provided for travel time.

- A. Courses must be taken through a regionally accredited institution.
- B. Educational release time may be granted for courses that are job related; and/or in pursuit of undergraduate, graduate, or doctoral studies.
- C. The employee must have been employed for six months prior to the beginning of the term in which the course is taken.
- D. During emergency or overtime situations, the employee must work as assigned.

7. RESPONSIBILITIES AND PROCEDURES

- A. Primary Responsibility: The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:
 - 1. Employees: Employees are responsible to make requests for educational release time far enough in advance for proper consideration by the supervisor. The appropriate forms must be completed in detail and submitted to the supervisor in accordance with the time frames specified in this policy. Employees are responsible for compliance with all applicable sections of this policy.
 - 2. Supervisors: Supervisors are responsible for compliance with all applicable sections of this policy.
- B. Procedures:
 - 1. Requests must be made at least three weeks prior to the beginning of the release time and be made on the appropriate form attached to this policy. Employees are to present the Educational Release Time Request Form to his/her immediate supervisor.
 - 2. Prior to granting educational release time, the supervisor will consider the number of employees in the department and the number requesting educational release time, to ensure there is no disruption of services. Supervisors will make recommendation for approval or denial to the Unit administrator within five (5) working days.
 - 3. Within five (5) working days of receipt, the Unit administrator will approve or deny the request. A copy of the final decision will be returned to the supervisor and the original will be sent to Human Resources.
 - 4. Upon receipt, the Supervisor will provide a copy of the final decision to the requesting employee.

5. The employee must present evidence of course completion by presenting the end-of-course grade report to the immediate supervisor. The supervisor will forward the report to Human Resources for inclusion in the personnel file.
6. In the event the classified employee receives a failing grade (unsatisfactory, "F" or other failure designation), or fails to provide evidence of course completion, the employee will be ineligible for educational release time under the terms of this policy for a period of one calendar year from the date on the end-of-course grade report.

8. CANCELLATION

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-2165 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governor Chair Date

President Date

Attachments: SCP-2165.A, Educational Release Time Request for Classified Employees

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Revision Notes: August 31, 2006 — Policy clarified to reflect practice of allowing educational release time for employees on an improvement plan and added Unit Administrator signature for approval.