

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2165**

SUBJECT: Educational Release Time for Classified Employees

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

ORIGINATION: February 17, 2004

EFFECTIVE: November 30, 2017

REVIEWED: June 7, 2017

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 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.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 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.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 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.

SECTION 6. GENERAL PROVISIONS

- 6.1 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.
- 6.1.1 Courses must be taken through a regionally accredited institution.
- 6.1.2 Educational release time may be granted for courses that are job related; and/or in pursuit of undergraduate, graduate, or doctoral studies.
- 6.1.3 The employee must have been employed for six months prior to the beginning of the term in which the course is taken.
- 6.1.4 During emergency or overtime situations, the employee must work as assigned.
- 6.1.5 Under no circumstances shall approval and use of educational release time create a situation for regular overtime or compensatory time. If the workload is such that the employee must work additional hours each week due to being in class, the employee must use schedule modification to attend the class and count the additional hours as regular time.
- 6.1.6 Approval for educational release time to attend Fast Track courses or similarly scheduled classes must be made by the cabinet level administrator. Enrollment by full time employees in courses with these types of schedules put an undue burden on the department and should not be approved unless extenuating circumstances that justify approval exist and are included, in writing, with the application for educational release time.

SECTION 7. RESPONSIBILITIES

- 7.1 Primary Responsibility
- 7.1.1 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:
- 7.1.1.1 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.
- 7.1.1.2 Supervisors – Supervisors are responsible for compliance with all applicable sections of this policy.
- 7.2 Procedures:
- 7.2.1 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

December 2012 – Policy revised to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.

June 7, 2017 – Policy reviewed no changes were made.