



## POLICY STATEMENT

# Employees' Credit Course Attendance

**SU Policy Number: 403-004.0**

### ORIGINATING OFFICE

Personnel and Employee Relations

### PURPOSE

To prescribe a University-wide method to be used by employees wanting to attend credit-producing courses in which they are duly enrolled on the Shippensburg University campus, and which are scheduled during their normal work day.

### SCOPE

Applies to all Shippensburg University employees whose major work assignment is other than teaching credit courses for Shippensburg University.

### OBJECTIVE

The create an equitable arrangement for Shippensburg University and its employees, insuring that all employees attending courses continue to meet the requirement of assigned work hours while working on their educational development.

### POLICY

1. Fall and Spring Semesters: Each semester an employee's work schedule may be adjusted to accommodate attending one course which is scheduled to meet during the employee's normal work shift. The course may be for a maximum of 4 credit hours. This schedule adjustment will allow the employee to attend the class and also permit the employee to work the required number of hours each day. This schedule adjustment must have the supervisor's approval.
2. Summer Terms: No adjustment of schedules will be permitted.

### PROCEDURES

1. An employee desiring to attend a Shippensburg University course will submit in writing to his/her supervisor the course name, the semester, the days and times of the course, and the completed "Alternate Work Schedule Request" form.
2. The employee's supervisor, on the written request, will recommend approval or disapproval. If recommending approval, the request and "Alternate Work Schedule Request" form will be submitted to the appropriate dean, director or manager for approval. If the request is disapproved by the supervisor, an explanation of the reason for disapproval will be provided to the employee.

3. If the request is approved by the dean, director or manager, a copy of the approved request and the "Alternate Work Schedule Request" form will be forwarded to the Personnel Office, and a copy will be provided to the employee.

APPROVALS

President's Cabinet

FILENAME:

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DATE:

01/26/94

DISTRIBUTION:

Public