Policy Statement

Beginning with their employment, regular full and regular part time employees (those employees in an assignment of at least twenty hours per week) are provided with sick leave. The sick leave benefit provides paid time for absence to personal illness injury, or other short-term disability; attendance on the children or spouse or significant other whose condition requires the employee’s direct care and a death in relationships not covered by the University’s bereavement leave policy.

Entities Affected by the Policy

All regular full-time and regular part-time employees

Policy Background

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(32)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement a program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the faculty and staff of the public postsecondary institution of state or locally operated secondary area technology centers.

Senate Bill 240, 2000 regular Session, extends the Faculty and Staff Tuition Waiver Program to regular full-time employees of state or locally operated secondary area technology centers. Employees are eligible for a maximum of six (6) credit hours per term at any public postsecondary education institution.

Academic Year 2008 – 2009- President Doug Whitlock implemented a pilot program to increase the maximum number of credit hour per term to twelve (12) for faculty and staff taking courses at EKU.
Policy Procedures

- Employees shall complete a Faculty Staff Tuition Waiver form immediately after enrolling into a course(s).
- If two eligible employees transfer the scholarship to their dependent(s), each employee must submit a separate tuition waiver form.
- The employee shall obtain all required signatures in Section V prior to submission of the form to Human Resources.
- Completed forms will be forwarded by HR to Student Financial Aid Scholarship Office of Continuing Education for processing.
- Faculty/Staff may use a tuition waiver for any course(s) for academic credit and for special interest courses that are directly related to employment responsibilities.
- A spouse or dependent child may use the tuition waiver for academic credit courses only.
- The tuition waiver applies only to tuition and not to special course fees or other fees required for a course.
- Spouses and dependent children must meet University admission requirements and any specific program requirements.
- The maximum waiver available for each semester is twelve (12) hours for each semester which is considered to be a full time student. Additional hours, above twelve, may be covered as defined in the current student handbook. This also applies in situations where the waiver is being transferred to two (2) dependents of two (2) EKU employees.
- In situations where one (1) employee is transferring the waiver to a spouse and dependent(s), or multiple dependents, the maximum number of hours that may be transferred per semester, in any combination, is twelve (12).
- Spouses and dependent children who are receiving scholarships from other sources are eligible to participate in this program; however, the combined amount of all tuition waivers/scholarships may not exceed the total amount of tuition and fees. A residual check cannot print from this waiver or a combination of waiver and scholarship nor will there be a refund issued for withdrawing or dropping hours.
- Employees are encouraged to take courses during times other than normal working hours. In the event a conflict with working hours cannot be avoided, the employee shall make arrangements with his/her supervisor to make up the time or request time without pay.

Definitions

- Full time employee is one whose status includes participation in the state retirement, or ORP, system and health insurance.
- Dependent child is defined as one who is an unmarried natural child, adopted child, stepchild, or legal ward and is less than 25 years of age as of the first day of the semester for which the class is offered and who is claimed by the employee for income tax purposes. In case of legal separation or divorce, a natural or adopted child or legal ward may participate in this program regardless of which parent declares the child as a dependent for income tax purposes.
• Technology center means a state operated secondary area technology center as defined in KRS 151.B110 or locally operated secondary area technology center.

Responsibilities

Employees shall complete a Faculty/Staff Tuition Waiver form immediately after enrolling into a course.

The employee must complete a new tuition waiver request each semester for all classes.

If two eligible employees transfer the tuition waiver to their dependents, each employee must submit a separate tuition waiver form.

The individual employee is responsible for obtaining all required signatures in Section V of the tuition waiver form. Each department shall keep a copy of this form on file for each employee.

Completed forms are submitted to HR for verification and processing. HR will then forward the form to either the Financial Student Aid Officer of the Office or to Community & Workforce Education.

EKU is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.

Any tax liability incurred through participation in the tuition waiver program is the responsibility of the employee.

Violations of the Policy

Violations of this policy will be handled through normal University procedures.

Interpreting Authority

Director of Human Resources
Faculty Staff Tuition Waiver Program 1997 [KRS 164.020(32)]
Senate Bill 240, 200 Regular Session

Faculty Staff Tuition Waiver Form

Approved by the Board of Regents on August 3, 1972 and as part of the Staff Handbook on August 1, 2002.