EMPLOYEE EDUCATIONAL ASSISTANCE

PREAMBLE: This section outlines the policy by which employees may enroll in the university for reduced fees. This information was an original part of the 1979 Handbook, originally in single section with what are now 3750 and 3760. To reflect changes in federal law, the latter two were separated into new sections in December of 1992. Unless otherwise noted, the text is as of July 1996. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 7-00, 7-01]

CONTENTS:
A. Policy  
B. Student Employees Excluded  
C. Employees Not on Appointment During Summer  
D. Employees’ Registration Limited and Administrators’ Approval  
E. Registration for Other Than Regular Credit  
F. Termination of Employment  
G. Limited to Regular Programs and Terms  
H. Limitation to Academic Services

A. POLICY. Under the Employee Educational Assistance Program, board-appointed UI employees on regular appointment who work at least half-time (including those on official leave), may enroll in the university for reduced fees ($20 registration fee plus $5 a credit). The value of waivers received as Employee Educational Assistance are excludable from taxable income under section 162 of the Internal Revenue Code, with certain limitations. Please refer to the Benefits section of the Human Resources website for specific terms and conditions. [ed. 7-02]

B. STUDENT EMPLOYEES EXCLUDED. Employees who are full-time students, including instructional assistants and graduate assistants, are not eligible for this program and are required to pay tuition and other fees charged to full-time students. [Consult the Graduate Bulletin for information concerning assistantships.]

C. EMPLOYEES NOT ON APPOINTMENT DURING SUMMER. An eligible employee who holds an appointment during a spring semester and for the ensuing fall semester, but is not on appointment during the intervening summer, may register under this policy for the equivalent of full-time study or fewer credits during that summer session.

D. EMPLOYEES’ REGISTRATION LIMITED AND ADMINISTRATORS’ APPROVAL REQUIRED. Written approval of the employee’s department administrator and dean or director must be entered on a Faculty-Staff Registration Permit Form which should be attached to the registration form. Faculty-Staff Registration Permit Forms are available in the departments. An employee’s registration for courses under this policy is limited to six credits in a semester, three credits in the summer session, and three credits per year in intersession courses. These limits may be exceeded only with the prior approval of the provost. If these limits are exceeded, full fees and applicable tuition are charged for those credits that exceed the specified limit. Moreover, if the class attendance is to be during normal duty hours, the employee and the administrative superior are responsible for establishing a mutually satisfactory arrangement under which the employee will carry out the full services for which he or she is appointed and paid. The employee is expected to take annual leave when taking intersession courses. [ed. 7-02]
E. REGISTRATION FOR OTHER THAN REGULAR CREDIT. In applying the credit limitations in C, courses taken for audit, zero-credit, or CEUs are counted as if they were taken for regular credit.

F. TERMINATION OF EMPLOYMENT. If an employee’s appointment is terminated during an academic period for which the employee is registered for academic work under this policy, the academic work must be terminated unless the applicable fees are paid.

G. LIMITATION TO REGULAR PROGRAMS AND TERMS. This educational assistance program applies only to courses that are offered as a part of the regular program on the Moscow campus during a regular academic session or intersession period. Specifically, courses offered through correspondence or continuing education are excluded from this program.

H. LIMITATION TO ACADEMIC SERVICES. An employee who is registered under this policy is entitled only to academic services (e.g., instruction and use of the library). Other services covered by regular fees, such as student health services, insurance, ASUI membership, student activities, and admission to athletic events, are not included. Special fees imposed for certain aspects of instruction, such as for special courses and programs, individual instruction in music, and course-related field trips, must be paid.