

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** \_\_\_\_\_ **Class Attendance During Working Hours** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_ **July 1, 2000** \_\_\_\_\_

Southwest Tennessee Community College is committed to the need for continued professional growth and development of faculty and staff. All employees of the college are encouraged to pursue additional education. To assure maintenance of optimum job performance while employees are attending classes, the following rules apply to enrollment for courses.

Employees of Southwest Tennessee Community College may attend classes during normal working hours provided the employee receives approval from his/her immediate supervisor and the appropriate dean. Hours in class attendance must be accounted for and the employee must complete a total of 37.5 hours during the same seven (7) day work period.

**Coursework at Higher Education Institutions Other than Southwest Tennessee Community College**

Courses should be scheduled at times other than during regularly scheduled work hours. However, if an employee wishes to schedule a class during regular work hours, permission to do so must be requested and approved before enrolling in the class. Approval is required from the employee's immediate supervisor and the President. Approval will be granted contingent upon whether the class is offered during his/her off-hours in the regular school year. All time spent away from work, including travel time, will be made up according to a schedule drafted by the immediate supervisor or by taking annual leave. The schedule drafted by the supervisor will indicate that the employee will be at his/her workstation a minimum of 37 1/2 hours per week. Documentation must be maintained on how the hours are made up.

**Source of Policy:** Transition Team VII  
Human Resources

**Related Policy:** N/A

**Approved:** \_\_\_\_\_  
**President**

**Responsible Vice President for Business,**  
**Administrator:** Finance & Info Systems  
**TBR Policy Reference:** N/A  
**TBR Guideline Reference:** P-020, P-130

**Date:** July 1, 2000

### **Coursework at Southwest Tennessee Community College**

Courses should be scheduled at times other than during regularly scheduled work hours. However, if an employee wishes to schedule a class during regular work hours, permission to do so must be requested and approved before enrolling for the class. Approval is required from the employee's immediate supervisor and the President. All time spent away from work will be made up according to a schedule drafted by the immediate supervisor or by taking annual leave. The schedule drafted by the supervisor will indicate that the employee will be at his/her workstation a minimum of 37 1/2 hours per week for full-time employees. Documentation must be maintained on how the hours are made up.

At the direction of the immediate supervisor, and with the approval of the President, an employee may be required to take a course related to the employee's job function during work time at Southwest.

Reimbursement for courses at any institution of higher education, public or private, will not exceed the full-time tuition at the University of Memphis.

If only one course is being taken at an institution supported by the State of Tennessee, the PC-191 must be used for that course.

If more than one course is being taken at an institution supported by the State of Tennessee, the PC-191 must be used for the course with the greatest number of hours.

Graduate-level research that is deemed useful to the faculty or administration of Southwest Tennessee Community College may be supported with college resources. All such research projects must be approved by the President.

Please refer to Guideline P-130 regarding the various tuition programs that are available.

Exceptions to this policy may be made only with the approval of the President.