

POLICY**ENROLLMENT IN COURSES DURING WORK HOURS**

Ridgewater College encourages all employees to engage in life-long learning and career development. The following policy outlines the use of normal scheduled work hours for professional development and training purposes.

If a supervisor requests that an hourly employee enroll in a course to obtain job-related skills, the employee may attend class on work time and be reimbursed for the tuition and materials of the course upon providing evidence of completion of the course requirements.

If the training is requested by the hourly employee and is not required by the supervisor, the employee attending class shall do so on his/her own time and shall pay all costs of the training (or utilize the tuition waiver benefit or staff development funds, if eligible and appropriate). If the course is scheduled during the employee's work hours, the employee must request and use appropriate leave time (typically this would be annual leave or leave without pay). Enrollment during work hours is limited to one course per semester. In reviewing proposed requests, the supervisor shall consider the workload of the department and the impact on customer service and co-workers. Approval is not guaranteed. All such requests and any exceptions are approved at the discretion of the supervisor.

History:

03.26.09 Adopted

PROCEDURES**ENROLLMENT IN COURSES DURING WORK HOURS**

If an hourly employee is interested in enrolling in a specific course that is scheduled during work hours, approval must be obtained first from the supervisor. All such arrangements need to be documented, outlining the schedule and any other temporary changes, and should be signed by both parties for each term in which the course occurs.

Limitations:

- a. The half-hour lunch break may be included in a request to take a course, as appropriate and approved by the supervisor. If an hourly employee requests this option, it is expected that they then not subsequently sit at their desk and eat their lunch and that the course would be around the typical lunch times (approximately 11:00 a.m.–1:00 p.m.)
- b. Leave must be used and approved for all time away from one's work station. If a class runs from 12:00–12:50 p.m., it is expected that the hourly employee would be away from their desk for at least an hour including the times to get to and from the classroom.
- c. Homework and other classroom-related work should not be done during the hourly employee's scheduled work hours (with the exception of during breaks or lunches).

History:

03.26.09 Adopted