Other Employee Benefits

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I. Outside Education During Work Hours

Outside education initiated by an employee, particularly course work leading to a degree, should normally be pursued outside working hours, since such education primarily benefits the individual employee. When there is a relationship between an employee's course of study and position at the University, the institution may also benefit from the employee's education by virtue of increased job capabilities. In such cases, a department may allow an employee the privilege of attending a course during working hours. The following guidelines should be considered in allowing this privilege:

A. The individual must be a full time employee.

B. The course work taken during work hours may not exceed three semester hours and is at the employee's own expense.

C. In the judgment of the supervisor, the course of study must be sufficiently related to the individual's position to benefit the University.

D. The course must be one that is not routinely available outside working hours.

E. Arrangements must be made for the proper disposition of the employee's work.

When an employee's course of study does not clearly relate to the job, a supervisor may allow time off if the other conditions are met and the employee makes arrangements to make up the time spent in the course.

II. Tuition Discount for Continuing Education Courses

All full-time personnel, retirees, and qualified part-time employees are eligible to register for courses in the continuing education catalog. Acceptance will depend on spaces available at the time of registration.
A. Employees of the University must hold at least a 50% FTE appointment to qualify for the tuition discount.

B. All benefits eligible employees are able to receive a discount on most Continuing Education classes. The fee can be paid with charge cards, checks or cash.

C. Enrollment opportunities for employees under this plan will be available the day before the desired class begins.

D. Employees desiring to schedule job-related courses during work hours will be required to obtain written approval from their supervisor.

E. Courses exempted from the Tuition Discount are generally in programs for licensure and certification.

III. Service Awards

The University is approved to establish a program of employee recognition to develop within the ranks of employees a spirit of loyalty and feeling of being a part of the institution. The program shall involve appropriate presentations of service awards to employees having certain lengths of service with The University of Texas System.

A. The University shall annually recognize and award eligible employees with presentations for the following years of service: 10, 15, 20, 25, 30, 35 and 40.

B. Service pins for the 10, 15 and 20 year recipients will be presented through a University –wide recognition ceremony.

C. Awards will be limited to lapel pins, plaques, engraved certificates, and other awards of a similar nature.

D. Those employees completing 25 years of service will be honored at a dinner hosted by the University president along with the recipients of 30, 35, 40 and 45 year service pins.

E. Eligibility for recognition shall be determined by the Office of Human Resources based upon the service record contained in the official employee record file.