

Other Employee Benefits

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Sponsoring Department: Human Resources

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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.