31.99.01.X1.01 EMPLOYEES REGISTERING AS STUDENTS

Approved:  September 13, 2007

Next Scheduled Review:

Supplemental System Regulation 31.99.01

PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (Extension) encourages the pursuit of educational opportunities for all employees to gain knowledge and skills to enhance their performance. Extension employees may register for as many courses as they wish outside of normal working hours. Employees may also register for courses held during normal work hours, provided they do so in accordance with the provisions outlined in System Regulation 31.99.01, Employees Registering as Students.

OFFICIAL PROCEDURES

1.0  PERMISSION TO ENROLL IN COURSES DURING WORK HOURS.

Extension employees who meet the requirements outlined in System Regulation 33.99.01, and the following are eligible to register as students during the normal work hours.

1.01 Any enrollment during assigned working hours by full-time employees must be requested by the individual and approved by the department/unit head prior to the requested enrollment.

1.02 The employee will complete form AG-489, Educational Release Approval to request release time from work to attend educational classes and obtain signature/approval prior to the activity.

1.03 Any course load that will exceed four credit hours in any semester during working hours must be approved by the department/unit head.

1.04 The completed request must be placed in the employee’s personnel file.

2.0  CLASS HOURS

2.01 Accounting for class hours during work hours will be done in accordance with System Regulation 31.99.01.

2.02 A department/unit head may allow up to three hours release time for a full time budgeted employee enrolled in a course to attend classes in pursuit of a
graduate or undergraduate degree in accordance with System Regulation 33.99.01, Employees Registering as Students.

CONTACT OFFICE

For questions, contact the Texas A&M AgriLife Human Resources at 979-845-2423.

APPROVED: ______________________________________

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