

#### **3354:1-41-02.4 Remission of fees procedure.**

(A) Benefits

The College will pay instructional fees for College courses in accordance with this procedure. Except as explicitly set forth in this procedure, remission of fees benefits do not accumulate from term-to-term and they expire unless used during the term available

(B) Non-instructional fees – Credit courses

The College's general fee and any supplemental, incidental, technical, and other non-instructional fees shall be paid by the employee or dependent.

(C) Non-Credit Courses

(1) Non-credit courses shall be covered in accordance with the procedure referenced below. Coverage cannot exceed the employee's and/or dependent's per-term, non-credit limit as defined in this procedure.

(a) Professional development courses with CEUs, Fire Academy, Police Academy and Private Security Training will be covered at one hundred percent.

(b) Group lessons and summer camps will be covered at a maximum of fifty percent.

(c) Private lessons will not be covered.

(D) Full-time employees and their dependents.

(1) The instructional fees for full-time employees who take credit, audit, and/or applicable non-credit courses will be reduced by an amount not to exceed the in-county instructional fee rate for eight hours of credit courses.

(2) The instructional fees for dependents of full-time employees who take credit, audit, and/or applicable non-credit courses will be reduced by an amount not to exceed the in-county instructional fee rate for seventeen hours of credit courses.

- (3) For dependents of employees who are employed full-time at the time of the employee's death, the foregoing benefits shall extend for three academic years or until the dependent child becomes 23 years old, whichever comes first.

(E) Adjunct faculty and their dependents.

The following employees are eligible for remission of instructional fees in an amount not to exceed the in-county instructional fee rate for three hours of credit courses: (i) employees who teach at least one instructional credit assignment for an academic semester, (ii) employees who fulfill the non-teaching equivalent of one equated semester unit per semester, (iii) and adjunct faculty with non-instructional assignments, including counselors and librarians, who worked at least twenty hours per week. This eligibility applies to credit, audit, and/or applicable non-credit courses but does not accumulate; it expires unless used during the academic term immediately following the instructional assignment. (In the case of a spring semester assignment, the benefit may be utilized during summer session or fall semester.) Dependents of such employees are eligible for the same benefits.

(F) Non-instructional proffers.

The instructional fees for proffered employees with non-instructional assignments working twenty or more hours per week who take credit, audit, and/or applicable non-credit courses will be reduced by an amount not to exceed the in-county instructional fee rate for three hours of credit courses. This benefit does not accumulate; it expires unless used during the academic term immediately following the term worked. (In the case of a spring semester assignment, the benefit may be utilized during summer session or fall semester.) Dependents of proffered employees with non-instructional assignments are not eligible for the remission of fees benefit.

(G) Part-time non-bargaining support staff and their dependents.

- (1) Part-time non-bargaining support staff employees are eligible for the following benefits:
  - (a) Employees with one to five years of service are eligible for one credit course per semester.

- (b) Employees with more than five years of service are eligible for eight credit hours per semester.
  - (2) Dependents of part-time non-bargaining support staff with one or more years of service are eligible for one credit course per semester.
- (H) Definitions.
- (1) For the purposes of this procedure, a “dependent” is (i) a legal spouse, (ii) a domestic partner, or (iii) an unmarried dependent child whose principal residence is with the employee (unless the Vice President of Human Resources of the VP’s designee approves another place of residence).
  - (2) For the purposes of this procedure, a “child” is an employee’s (i) biological child; (ii) stepchild; (iii) legally-adopted child; (iv) child placed and approved for adoption; (v) child for whom the employee, or employee’s spouse or domestic partner is the legal guardian or custodian; (vi) child who, by court order, must be provided health care coverage by the employee, or employee’s spouse or domestic partner and whose age is under 23; and (vii) spouse’s or domestic partner’s unmarried biological or legally-adopted child whose age is under 23 and whose principal residence is with the employee (unless the Vice President of Human Resources or the VP’s designee approves another place of residence).
  - (3) For the purposes of this procedure, a “domestic partner” is a person who is in an exclusive, committed relationship with an employee, if: (i) the relationship is intended to be permanent (ii) both parties are at least 18 years of age, (iii) neither party is legally married to another person, (iv) the parties are not be related by blood to a degree of closeness that would prohibit marriage, (v) the parties share a mutual obligation of support and responsibility for each other’s common welfare and (vi) the parties have continuously shared a principal residence for at least the previous six months, and intend to do so permanently.

(I) Courses taken during work hours.

Employees are expected to attend courses during their non-working hours. However, the College recognizes the desirability of planned individual development which may necessitate attending a course that meets during the employee's established working hours. When this necessity occurs the employee may register for one course which meets during the employee's working hours each semester, if all of the following criteria are met:

- (1) The course is not offered during non-working hours.
- (2) The course is a requirement of a degree program in which the employee is officially enrolled or, in the opinion of the immediate supervisor, the course directly contributes to the employee's skills in their work assignments.
- (3) The employee makes arrangements satisfactory to his/her supervisor to make-up the time lost attending class before or after regular work hours. Make-up time may not include rest breaks or more than a half hour of the employees lunch period.
- (4) The employee has the approval of the immediate supervisor and the Office of Human Resources.

(J) To the extent that the cost of a course(s) exceeds the remission of fee limit, the employee is responsible for the remaining balance due. Individual College departmental budget funds, if available, may only be used to cover a remaining balance if all the following conditions are met:

- (1) The course(s) are for professional development and in the opinion of the immediate supervisor, the course(s) directly contributes to the employee's skills in their work assignments.
- (2) Prior to registration and the start of the class, the employee receives written approval by their immediate supervisor and budget unit leader to utilize College funds.
- (3) The immediate supervisor and budget unit leader has sole authority to approve or disapprove the request.

- (4) Should the department approve the request, the employee is responsible for paying the remaining balance upfront and submitting a request for reimbursement after payment has been made.
  
- (K) The President or the President's designee shall take all steps necessary and appropriate for the effective implementation of this procedure.

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