

The University of Wisconsin System
UNCLASSIFIED PERSONNEL GUIDELINE #8

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SUBJECT: Employee Performance Improvement: Procedures for Implementing Regent Policy on Authorized Job-Related Coursework and Training

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8.01 REGENT POLICY STATEMENT

The Board of Regents of the University of Wisconsin System authorizes the President and the Chancellors, or their designees, to provide fee/tuition reimbursement to unclassified faculty, academic and limited staff members for authorized job-related coursework and training to improve employee job performance. This policy supersedes the instruction fee waiver policy of the former WSU Board of Regents and applies only to the specified categories of unclassified employees. Segregated fee charges for participants can be either waived or reimbursed. Only employees with half-time or greater appointments are eligible for consideration. The President shall issue implementation guidelines for this policy.

8.02 ELIGIBLE EMPLOYEES AND QUALIFYING COURSEWORK OR TRAINING

- (1) This guideline applies only to the following *unclassified* staff employed half-time or more within the UW System:
 - (a) Faculty as defined in s. UWS 1.04, Wis. Adm. Code
 - (b) Academic Staff as defined in s. UWS 1.01, Wis. Adm. Code
 - (c) Limited Appointees as defined in s. UWS 15, Wis. Adm. Code and UWS Unclassified Personnel Guideline 2.
- (2) "Qualifying coursework or training" is defined as coursework or training which provides skill or knowledge that will improve an employee's job performance. This may include acquiring skills and knowledge necessary for advancement to positions closely related to the current job which is pertinent to the mission of the university.

8.03 IMPLEMENTATION

- (1) This guideline anticipates job-related education and training services being obtained from three sources:
 - (a) Intra-institutional: provided by the employing institution;
 - (b) Intra-System: provided by another institution within the UW System; and
 - (c) Non-UWS: provided by agencies or institutions (e.g., VTAE) outside the System.
- (2) Under procedures developed by each institution, a job-related coursework or training form must be completed and approved in advance of the commencement of such coursework or training. While an eligible employee may initiate such a form, it remains for appropriate officials designated by the chancellor to certify that the proposed coursework or training will improve the employee's job performance as defined in 8.02(2) above. This form along with evidence of having paid the fee and other reimbursable expenses and evidence of successful completion of the

coursework or training must be submitted when requesting reimbursement.

- (3) Normally, no more than one course (up to five credits) or its training equivalent may be authorized for an employee in any academic term. Ordinarily coursework will be taken on the employee's own time. If the employer determines that the needed coursework is available only during the employee's scheduled hours of service a program of proportional compensatory time may be worked out provided normal services of the employing unit are not disrupted or impaired.
- (4) Where the employer has directed training deemed essential to the continued effectiveness of an employee, that training may occur during scheduled working hours of the employee and should be paid for by the employer.

For all other types of authorized coursework or training, institutions will reimburse the employee for basic instructional fee/tuition charges, but not book and supply costs, upon successful completion of the coursework/training. Segregated fees *can either be waived or reimbursed (upon successful completion of the training/coursework if still employed in state service)*.

- (5) This program shall not be used as a form of compensation for any employee.
- (6) This policy does not apply to attendance at periodic professional meetings and conferences where state and UWS travel guidelines presently accommodate employee travel and registration expenses. To qualify as reimbursable coursework or training, the activity must result in a "grade" or other formal certification of completion or accomplishment--most professional "meetings" and "conferences" are informational and do not lead to a grade or certification nor are they characterized as "coursework" or "training" generally.