

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Additional Education During Term of Employment*

EFFECTIVE DATE: January 1, 1987

BOARD POLICY REFERENCE: DEB and DK

PURPOSE

Blinn College employees are encouraged to continue formal education so long as the time spent pursuing such additional education does not adversely affect the employee's performance of college duties.

GUIDELINE

Any full-time employee planning to take more than six credit hours during any semester shall consult with the Vice Chancellor for Instruction before registering. Courses to be taken for pay purposes must be approved in advance, in writing, by the Chancellor of the College.

No employee (professional, classified, hourly, full or part-time) may take any course at Blinn College or elsewhere during that employee's regular duty hours unless written permission and a written agreement stating conditions have been secured from the Chancellor of the college before registering for the course. A part of this agreement will be either a partial loss of pay or a requirement that the time missed be made up, among other possible conditions. Requests to take courses during duty hours must be filed in writing with the employee's supervisor who will forward it to the appropriate vice chancellor before it is submitted to the Chancellor for final approval. Such requests should be submitted at least two weeks before the course is to begin.

Approval to take courses during duty hours will depend on several factors such as: the effect on the ability of the employee to carry out the duties for which employed; the opportunity for the employee to effectively make up the time away from work; the degree to which the college would directly benefit from the knowledge or skills the employee would gain from the course; and the frequency of such requests.