



POLICY AND PROCEDURE

Title:	CLASSIFIED EMPLOYEE GRANT-IN-AID & EDUCATION & TRAINING
Policy No.:	5.41
Department:	Human Resources
Contact:	Vice President for Business Affairs

Policy

All eligible classified staff are encouraged to take courses both job required/related and for their own enrichment. Classified employees must be .50 FTE or more and be in a benefit eligible position, which includes both hard and soft money positions. A benefits eligible position is defined as any employee eligible for insurance and retirement. This policy includes courses that are job required/related and for career or personal development available at all NSHE institutions. Courses taken by classified employees are subject to the provisions of NRS 284.343 and NAC 284.482 through 284.522.

All eligible classified employees may apply for Grant-In-Aid for a total of twelve (12) credits per fiscal year which may be distributed (and summer). The tuition, lab, and technology fees will be paid through GIA.

The supervisor may elect to grant the employee release time, but not overtime; may allow a flexible schedule; may require the employee to use annual leave time; may deny the request.

2.0 End of Course Procedures

A grade of assigned by the course instructor. A final grade report will be submitted by March 15th for fall semester courses and October 15th for spring and summer courses. If the employee does not meet these requirements, the employee will not be reimbursed for fees paid to other NSHE institutions and the employee will be held responsible to reimburse GIA for GBC course fees. The student services department verifies the grade report at the end of each semester and provides eligibility status to the c

3.0 Other

As students, all classified employees are subject to abide by the rules, regulations, and deadlines related to student registration and records. Exceptions to this policy may be made only with the advance written recommendation of the appropriate vice president and the approval of the president.