



**Rowan College
of South Jersey**

Administrative Procedure: 7003

EMPLOYEE CLASS ATTENDANCE DURING WORKING HOURS

Employees are encouraged to pursue educational and training opportunities that will broaden the scope of their competencies and knowledge.

In support of this concept, full-time employees, their spouses, and dependent children through age 23 are permitted to enroll at the College with a tuition waiver (See administrative procedure, *7113 Tuition Reimbursement and Waivers*). Employees who wish to take advantage of the opportunity to upgrade skills and to enhance career goals should elect courses that are offered outside of their normal working day schedule.

In the event that a particular course is not offered at a time other than during the normal work schedule, an exception may be allowed provided that the normal work day schedule is extended by the length of the class time. All exceptions must be approved prior to course registration by the President, or his/her designee, in accordance with administrative procedure, *7113 Tuition Reimbursement and Waivers*.

Full-time employees may be granted administrative leave on an hourly basis to attend College courses, seminars, or workshops, if required or requested by management. Employees may only be required to attend courses necessary for the performance of duties and both the employee's supervisor and vice president must approve the administrative leave. The decision to require attendance is discretionary and should be based on a need identified by the supervisor and/or employee (e.g., remediation to improve poor performance, familiarization with new technological developments in the office). In this case, employees need not request administrative leave to attend College courses during the day since the decision to require class attendance is management's.

Area: Human Resources

Approved: 07/01/19

Reaffirmed: 12/14/21

President's Authorization: _____

A handwritten signature in black ink, reading "Paul Kestry", written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7003 Class Attendance During Working Hours*

Rowan College of South Jersey Administrative Procedure, *7113 Tuition Reimbursement and Waivers*

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