

## 31.99.01.D0.01

# Employees Registering as Students



Approved: March 21, 2014

Revised: August 28, 2017

November 24, 2020

Next Scheduled Review: November 24, 2025

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## Procedure Summary

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Texas A&M University-Central Texas (A&M-Central Texas) recognizes the value and contribution of its employees by encouraging the pursuit of educational opportunities for all its faculty and staff. This procedure provides A&M-Central Texas employees with more flexibility to further their growth and advancement, enhance their involvement in the life of A&M-Central Texas, and to further their education to become a more productive and knowledgeable workforce

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## Procedures and Responsibilities

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### 1. GENERAL:

- 1.1 The Office of Human Resources is responsible for administering procedures for employees registering as students.
- 1.2 Requirements to enroll in courses during work hours must be in accordance with System Regulation 31.99.01 *Employees Registering as Students*.
- 1.3 A&M-Central Texas employees meeting the requirements stated in Section 1, may receive release time for class hours in pursuit of a graduate or undergraduate degree. The course must be part of the degree program.

### 2. PROCEDURES:

- 2.1 Employees must complete and submit an Educational Release Time Program Application and Approval request form to their immediate supervisor who will ensure the request meets all requirements in System Regulation 31.99.01 *Employees Registering as Students*. The employee must also submit a copy of the degree plan and schedule for the semester. The supervisor will forward the request to the Director of Human Resources.
- 2.2 If the request is approved, supervisors are responsible to ensure class attendance does not interfere with the employee's accomplishment of duties or the work of the department.
- 2.3 No more than three hours per week during normal business hours, is permitted. There are

no restrictions on the number of class hours outside normal business hours. The three hours of time off will not count as hours worked for purposes for FLSA overtime. Non-exempt employees must enter Educational Release Time hours in their timesheet.

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## **Related Statutes, Policies, or Requirements**

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[Texas Education Code § 54.211](#)

[System Regulation 31.99.01 \*Employees Registering as Students\*](#)

[University Procedure 33.06.01.D1.01 \*Alternate Work Schedules for Non-faculty Employees\*](#)

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## **Appendix**

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[Request for Educational Release Time Form](#)

[Alternative Work Schedule Request Form](#)

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## **Contact Office**

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Office of Human Resources  
(254) 519-8015