



31.99.01.D0.01 Employees Registering as Students

Approved: March 21, 2014

Revised: August 28, 2017

Next Scheduled Review: August 28, 2020

Procedure Statement

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.

Reason for Procedure

The purpose of this procedure is to establish uniform procedures for full-time, budgeted employees registering as students.

Procedures and Responsibilities

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 Employees Registering as Students request form to the department head with the consent of the 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 department head will forward the request through the supervisor, to the Provost and

Vice President for Student and Academic Affairs or the Vice President of Finance and Administration for approval.

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. The employee must enter Educational Release Time hours in the timesheet (if non-exempt).

2.4 The Provost and Vice President for Academic Affairs or the Vice President of Finance and Administration must approve time off to attend class per paragraph 3.3 of System Regulation 31.99.01 *Employees Registering as Students*.

Related Statutes, Policies, or Requirements

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*](#)

Appendix

[Request for Educational Release Time Form](#)

[Alternative Work Schedule Request Form](#)

Contact Office

Office of Human Resources
(254) 519-8015