

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:03:01

DATE: May 1987

REVISION / REVIEW DATES: Jan 1993, May 1997, Aug 2011, Nov 2014

SUBJECT: Employee Class Attendance

APPROVED: William A. Meehan, President

PURPOSE

The purpose of this policy is to provide JSU employees with the opportunity to further their education while remaining employed full time.

POLICY

In order to make it possible for employees to continue their education, the following changes have been made in the Staff Handbook:

- A. Tuition Assistance - See [Tuition Assistance Policy I:03:02](#) for details.
- B. Limited Class Attendance During Working Hours.
 - 1. Any employee may take one (1) course during the regular workday if all the following conditions are met:
 - i. Class attendance must not interfere with the work of your office or the work of any other office.
 - ii. Class attendance must be approved by your supervisor.
 - iii. Any time missed must be made up by:
 - a. Your lunch hour;
 - b. Working beyond your regular working hours;
 - c. Charging the absence to annual leave.

This one course may not exceed five (5) semester hours.

- 2. Regular workday is defined as follows:
 - i. Administrative offices - 8:00 A.M. to 4:30 P.M. (Includes all offices other than those listed in Paragraph ii);
 - ii. **University** support offices (i.e., Library, University Police, Maintenance, Cleaning Services, and other functions that must be performed after working hours as stated on the previous page);

Working hours in these departments are to be determined by the person in charge with the approval of the appropriate vice president.

3. All class attendance will be computerized, and anyone in violation of the policy will be administratively dropped from the class or classes for which the employee is ineligible after the last day to register or add classes.

RESPONSIBILITY

The Vice President for Finance and Administration is responsible for this policy.

EVALUATION

This policy will be evaluated biennially by the Chief Human Resources Officer.