

## SRO Guidelines for Taking SRC Summer Institute Classes

All Summer Institute (SI) classes need to be vetted by the supervisor and approved by the unit director. For tuition reimbursement, the signature of the unit director is required. (Unit directors need to communicate head-counts to the SRO Director for planning/budget purposes. Note that SRC has the right to decline applications, due to limited resources.)

There are two scenarios:

- A. The employee elects to take a class in order to develop a specific skill set commensurate with his/her position's Major Areas of Responsibility (MAR), and the supervisor approves.
- B. SRO leadership, in consultation with the supervisor, requests someone take a class to develop desired skills among staff for the expressed benefit of SRO.

Most commonly, SRO staff enrolls in the SI as an auditor or "summer scholar." In this status, the employee does not get academic credit for taking the class. Staff needs to be enrolled in a degree-granting program to be eligible to get academic credit. As expected, the cost for taking a course for credit is substantially higher than it is when taking it as a summer scholar.

Obviously, staff enrolled for credit will fulfill all requirements of the course, as specified in the class syllabus. Note that even as a summer scholar, the staff member is expected to participate in all of the class sessions and do the work assigned by the instructor. If SRO is sponsoring attendance at the SI, a brief report should be filed with the unit director at the completion of the class. SRO may also request a brief report from the instructor in lieu of a grade.

Unless otherwise supported, it is in the employee's best interest to apply for the SRC Tuition Support, which covers 75% of the cost of the class. The employee, then, is responsible for covering 25% percent of the tuition costs.

In scenario A, the employee is responsible for covering tuition, if not covered by SRC or other method. If class time is during the working hours, which the SI classes usually are, several options may be considered for handling time away from the office (see below). Preparation/homework for class is on personal time, i.e. outside of working hours. The employee is responsible for covering costs of course materials and other class related incidentals.

In scenario B, when someone agrees to take a class in response to a request from SRC/SRO leadership, the employee will not have any expenses associated with that effort. In this case the employee is sponsored by SRO. SRO will pay the tuition not covered by the SRC Tuition Support. It is important that the employee applies for the SRC Tuition Support by the deadline. SRO will pay the remaining 25% of the tuition costs (paid directly to SMP, not the student). SRO will pay for course materials and other class related requirements. Class time will be covered by a sponsored project account if directly benefitting an active project; departmental overhead otherwise. Preparation/homework for class is on personal time, i.e. outside of working hours.

Work accommodation for class time (per SPG 201.69):

**Revised work schedule.** A staff member may be granted a revised work schedule to enable him or her to attend a course that could not be scheduled during non-work hours, if the supervisor determines that the staff member will be able to meet all of his or her job requirements under the revised work schedule.

**Excused absence without pay or use of vacation time/paid time off.** In some cases, the needs of the unit and/or the staff member may be better served by permitting a staff member who wishes to take advantage of the tuition support program to use vacation time/paid time off, or to take an excused absence without pay. Any such arrangement is made at the discretion of the unit supervisor. Excused absences, or use of vacation time/paid time off for part-time staff members, are calculated on a pro rata basis according to the staff member's effort.

**Release time with pay.** In some instances, a staff member may be granted up to 3 hours per week of release time from work with pay. Any such arrangement is made at the discretion of the unit supervisor. The 3 hours per week of release time includes travel time to and from class and is not cumulative. Release time for part-time staff members is calculated on a pro rata basis according to the staff member's effort. Release time would be charged to the same account as class time.

Paid time off from regularly scheduled work must be recorded using payroll code EDU. Time off work to attend classes is not considered "time worked" in the computation of overtime.

-- Once you have been approved to attend a SI class, you will work with your supervisor on any work accommodation needed.