

West Virginia Northern Community College

Educational Release Time Rule

Rule Number:	NC-2001
Effective Date:	September 1, 2008
Date Approved by WVNCC Board of Governors:	August 28, 2008
Authority Reference:	Title 135, Procedural Rule, WVCTC Series 8, Personnel Administration
Replaces previous rule dated:	Procedure No. 37, Educational Release Time

Purpose:

To develop an approval process for granting educational release time for employees to attend an academic class during normal work hours. This rule shall apply to all full time regular classified employees as defined by Title 135, Procedural Rule, WVCTC, Series 8, Personnel Administration.

Rule:

All full time regular classified employees of the College may receive educational release time in accordance with the provisions provided herein. The College will provide reasonable opportunity for eligible classified employees to obtain educational release time. However, educational release time is neither an **entitled benefit nor a guarantee**.

This rule allows classified employees to take up to three credit hours per semester during his/her normal work time, **PROVIDING** that the needs of the department are such that the employee's absence will not disrupt services. Educational release time may be granted for actual in-class time and reasonable travel time to and from class.

- A. Requests must be made at least 15 work days prior to the beginning of the semester, not beginning date of course.
- B. Request must be made on the appropriate form.
- C. Courses must be taken through a regionally accredited institution.
- D. Educational release time may be granted for courses that are job related and/or in pursuit of undergraduate, graduate, or doctoral studies.
- E. Reasonable travel time will be determined by the Supervisor, Employee and Human Resource Director.
- F. Special arrangements may be made for academic courses that exceed three credit hours; however, the employee is required to work the number of hours necessary to make up the hours missed for any additional credit hours beyond three. The method to be utilized for making up hours missed for educational purposes will be a written agreement between the employee and their supervisor. The agreement must be on file in the Human Resource Office.
- G. The employee must present evidence of course completion to the Supervisor and Human Resource Director. Additional educational release time will not be granted until the employee presents evidence of satisfactory completion of the course work to the Human Resource Office. In the event the employee receives a failing grade, the employee will be ineligible for education release time for a period of one calendar year from the end date of the course. If the employee receives an incomplete additional educational release time will not be granted unless the incomplete is changed to a passing grade. If the employee is approved for educational release time and withdrawals from or is administratively withdrawn from a course the employee is required to notify the Human Resource Director immediately, in writing, with the reason for the withdraw. Withdrawals may affect future request for educational release time.
- H. The employee must have been employed for at least six months and must not be in a probationary period or improvement status prior to the beginning of the term in which the course is taken.
- I. During emergency, critical or overtime situations, the employee must work as assigned.

Non-classified, faculty, part-time casual and temporary employees are excluded from the provisions of this rule.

The Human Resource Director shall have primary responsibility for the implementation and oversight of the provisions of this rule and must sign off on appropriate form.