


SUPERCEDED BY HR/Benefits 2002-02

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: May 15, 2000 **Code:** HR 2000-10
To: CSU Presidents **Supersedes:** HR 93-13
From: Jackie R. McClain 
Vice Chancellor
Human Resources
Subject: **New Executive Order No. 712 – Delegation of Authority and Procedures for the Administration of Fee Waivers and Reductions for Employee Training and Career Development**

Attached is Executive Order No. 712, Delegation of Authority and Procedures for the Administration of Fee Waivers and Reductions for Employee Training and Career Development. Executive Order 712 supercedes and updates prior Executive Order 481 regarding the employee fee waiver program.

Please note this executive order adds the "Health Services Fee" and removes the "Student Services Fee" from the list of fees that may be waived. The Student Services Fee is no longer an existing fee.

If you have any questions regarding the fee waiver program, please contact Cordelia Ontiveros at (562) 951-4503 or Pamela Chapin at (562) 951-4414.

JRMcC/pc
Attachments

Distribution:

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Attachment A
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Executive Order No. 712

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4700

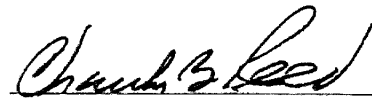
Executive Order No.: 712

Title: Delegation of Authority and Procedures for the Administration of Fee Waivers and Reductions for Employee Training and Career Development

Effective Date: January 1, 2000

Supersedes: Executive Order No. 491

Pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of The California State University and Section 41804 of Title 5, California Code of Regulations, I hereby delegate to the Presidents of The California State University or their designees the authority to admit for enrollment and to approve the waiver and reduction of fees for eligible employees who enroll in courses pursuant to the Procedures for the Administration of Fee Waivers and Reductions for Employee Training and Career Development which are amended, effective this date, for The California State University. The executive order adds the "Health Services Fee" and removes the "Student Services Fee" from the list of fees that may be waived. A copy of these Procedures is attached to, and made a part of, this executive order.



Charles B. Reed
Chancellor

Dated: October 7, 1999

Attachment

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PROCEDURES FOR THE ADMINISTRATION OF FEE WAIVERS AND REDUCTIONS FOR EMPLOYEE TRAINING AND CAREER DEVELOPMENT

1. **Purpose:** These procedures are for the purpose of implementing an employee fee waiver and reduction program in accordance with the authority granted the Trustees by Education Code, Section 89710 and to establish procedures for administration of the program pursuant to the delegation of authority to the Chancellor provided in Section 41804 of Title 5, California Code of Regulations.
2. **Eligibility:** All full-time or part-time permanent, full-time probationary employees, and full-time Management Personnel Plan employees, regardless of HEERA designation, may participate in the fee waiver and reduction program subject to authorization by the campus President or designee pursuant to these procedures. Full-time or part-time permanent, full-time probationary employees, and full-time Management Personnel Plan employees who are on an approved full or partial leave of absence with or without pay are also eligible. Employees covered by Section 42703(g) of Title 5, California Code of Regulations, graduate assistants, student assistants, part-time and temporary full-time employees are not eligible. In cases where provisions of this Executive Order are in conflict with a Memorandum of Understanding entered into pursuant to the Higher Education Employer-Employee Relations Act, the Memorandum of Understanding shall govern with regard to those conflicting provisions for the individuals in the unit covered by the Memorandum of Understanding.
3. **Unit Limitation:** In order to achieve a reasonable balance between an employee's regular work assignment and the course load taken under this program, approval for a waiver and reduction of fees shall be in accordance with the following unit limitations.

An eligible employee working full-time may be granted approval to enroll under this program for two (2) courses or six (6) units, whichever is greater, per semester or quarter.

An employee who is on an approved leave of absence may enroll for units in excess of these amounts in accordance with the following schedule:

<u>Percentage of Leave</u>	<u>Maximum Semester or Quarter Units</u>
One-fourth but less than one-half	9
One-half but less than three-fourths	12
Three-fourths but less than full	15
Full	Not limited

4. **Admissions:** Employees who qualify for admission to a campus in accordance with established standards and criteria shall be processed by the Office of Admissions and Records as regular admissions except that the application fee will be waived. Employees

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who do not qualify for regular admission to a campus may be admitted under the authority of Subdivision (e) of Section 41804 of Title 5, California Code of Regulations as implemented in these procedures.

- a. **Work-Related Courses:** Admission for the purpose of enrolling in courses deemed work-related shall be with the approval of the President or designee. An employee enrolling in an approved work-related course shall be required to fill out only the front part of "A" of the admissions application. The Office of Admissions and Records shall establish a file and Permanent Record Card for each employee admitted for this purpose, but the process associated with matriculation (i.e., provision of transcripts of previous college level work, test scores, the evaluation of transfer credit, etc.) need not be carried out unless the employee subsequently declares a career objective which requires completion of a university degree as part of an approved individual career development plan.
- b. **Career Development Courses:** Admission for the purpose of enrolling in courses, as part of an approved individual career development plan, shall be with the approval of the President or designee. These employees shall be required to complete all the forms necessary for regular admission and matriculation at a campus of the California State University if their career development objective requires a degree. The Office of Admissions and Records shall maintain the usual student records for employees admitted pursuant to this provision. If their career development plan does not require a degree, the same admissions regulations and procedures required for work-related courses shall apply. Admission shall be continuous as long as the employee remains in good academic standing pursuant to normal campus criteria applicable to this determination.
- c. **Intercampus Enrollments:** In some instances employees may need to enroll on their own time at a campus other than the campus of employment. In such cases the campus of employment shall provide an employee with written certification that enrollment is authorized in accordance with this Executive Order, and that the employee is enrolling for an approved work-related course or as part of an approved individual career development plan. The campus of enrollment shall then follow the admissions procedure outlined in (a) or (b) of this section, as appropriate.
- d. **Employees of the Office of the Chancellor:** The Chancellor or designee shall provide employees of the Office of the Chancellor with written certification that enrollment is in accordance with the requirements of this Executive Order and that the employee is enrolling for an approved work-related course or as part of an approved individual career development plan. The campus of enrollment shall then follow the admissions procedure outlined in (a) or (b) of this section, as appropriate.
- e. **Enrollment in Graduate Courses:** Employees may enroll in graduate level courses subject to the same requirements as provided in this Executive Order.

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5. **Fees:** The following fees may be fully waived:

- Application Fee
- Identification Card Fee
- Instructionally Related Activities Fee
- Health Services Fee

The following fee may be fully waived up to the unit limitation indicated:

- The State University Fee may be waived for any number of units up to 5.9 units per term.

The following fees may be reduced to \$1.00:

- Student Body Association Fee
- Student Body Center Fee
- Health Facilities Fee

All other fees shall be at the regular rates.

The fees for any units taken other than or in addition to units for which a fee waiver or reduction has been approved, including any work-related or career development units in excess of the limits indicated in Section 3, shall be the difference between (1) the fees normally required for the total number of units for which the employee is enrolled, and (2) the fees which have been waived or reduced; provided that in no case shall the aggregate amount paid for a particular fee be greater than the amount which would have been charged if none of the units taken by the employee were under this program.

Example 1: This example applies to all campuses and all employees under the fee waiver program governed by this Executive Order.

The employee enrolls for two courses or six units.

The State University Fee is fully waived.

The following fees may be reduced to \$1.00 each:

Student Body Association Fee
Student Body Center Fee
Health Facilities Fee

Example 2: This example applies to all campuses and all employees under the fee waiver program governed by this Executive Order.

The employee enrolls for three courses, or more than six units. Fees are waived for two of the courses that are justified as job-related or career development.

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Employee takes three courses, University waives fee for two courses, employee pays ordinary tuition fee in effect at that time, either per semester or per quarter, for one course.

Other fees as listed above in Example 1 are reduced to \$1.00 each.

6. **Services:** The appropriate campus authority may reduce the level of services except instructional services, which may be provided to employees who enroll under this program where the fees actually paid are below the fee levels normally charged.
7. **Course Approvals:** The President or designee may approve the waiver and reduction of fees authorized by this Executive Order following determination by the President or designee that the course(s) for which the employee will enroll is (are) either directly related to the requirements of the employee's present position (job-related) or is (are) part of an approved individual career development plan. Courses taken on the fee waiver program shall be taken for credit and not audited.
8. **Records Requirement:** The President or designee shall maintain records concerning the utilization of the fee waiver program. These records shall include the ethnicity and sex of participants, their occupational group, their salary level and other pertinent information necessary for a cost analysis of the program or for other reporting requirements. Such records shall be maintained separately from the employee's official personnel records. Records of completed training activities should be retained in the employee's official personnel file.
9. **Funding:** The establishment of this program carries no budgetary authorization for a campus to apply for or to receive additional funding. It is the responsibility of the campus to limit enrollment under the fee waiver program at a level, which can be accommodated within existing campus resources.
10. **Supplemental Instructions:** The Vice Chancellor, Human Resources, shall be responsible for review and evaluation of this program and for issuing directives to amplify and interpret these procedures.
11. **Continued Program Participation:** In order for employees to continue to participate in this program, they must remain in good academic standing. This same criterion for program participation is applicable to both matriculated and non-matriculated participants.