

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

April 1, 1975

To: Presidents *HE Brakebill*
From: H. E. Brakebill
Executive Vice Chancellor
Subject: Delegation of Authority and Procedures for the
Administration of Fee Waivers and Reductions for
Employee Training and Career Development -
Executive Order No. 218.

On January 29, 1975 the Trustees adopted Section 41804 of Title 5, California Administrative Code. This provision which became effective on March 13, 1975 authorized the Chancellor to establish a Fee Waiver and Reduction Program for eligible employees consistent with the provisions of Section 41804, Title 5, California Administrative Code.

Pursuant to this authority the Chancellor has issued Executive Order No. 218.

Enclosed are five (5) copies of the Executive Order No. 218. This Executive Order is effective immediately.

Section 13 of the Executive Order assigns responsibility to the Vice Chancellor, Faculty and Staff Affairs for review and evaluation of this program and for issuing directives to amplify and interpret these procedures. Any question concerning this Executive Order should be directed to Dr. C. Mansel Keene, Vice Chancellor, Faculty and Staff Affairs, Office of the Chancellor.

HEB:vlc

Attachment

Copies to: Vice President, Academic Affairs
Vice President for Administration
Director of Admissions and Records
Business Managers
Personnel Officers
Chancellor's Staff

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Delegation of Authority and Procedures
for the Administration of Fee Waivers and Reductions for
Employee Training and Career Development
Executive Order No. 218

Pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of The California State University and Colleges and Section 41804 of Title 5, California Administrative Code, I hereby delegate to the Presidents of The California State University and Colleges or their designees the authority to admit for enrollment and to approve the waiver and reduction of fees for full-time permanent or probationary 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 established, effective this date, for The California State University and Colleges. A copy of these Procedures is attached to, and made a part of, this Executive Order.

Dated: 4/1/75



Glenn S. Dumke, Chancellor

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 23763 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 Administrative Code.

2. Eligibility:

All full-time permanent or full-time probationary employees may participate in the fee waiver and reduction program subject to authorization by the campus President or his/her designee pursuant to these procedures. Full-time permanent and full-time probationary employees on an approved full or partial leave of absence with or without pay remain eligible employees. Employees covered by Section 42703(g) of Title 5, California Administrative Code (employees in programs of work relief or work training such as the Comprehensive Employment and Training Act referred to as CETA), graduate assistants, student assistants, part-time and temporary full-time employees are not eligible.

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 up to six (6) semester or quarter units per term.

Enrollment for units in excess of these amounts may be approved in accordance with the following schedule if an employee is granted an approved leave of absence:

<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 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 Administrative Code 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 his/her designee and shall be only for the specified academic term. An employee enrolling in an approved work-related course shall be required to fill out only the front of Part 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 processes 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 an educational objective 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 his/her 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 and Colleges. The Office of Admissions and Records shall maintain the usual student records for employees admitted pursuant to this provision. Admission shall be continuous so long as the employee remains in good academic standing and maintains satisfactory progress toward the objectives outlined in the individual career development plan as judged by the President or his/her designee.

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 his/her 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 are provided in this Executive Order.

5. Fees:

The following fees may be fully waived:

Application Fee
Student Service Fee (formerly Materials and Service Fee)
Identification Card Fee

The following fees may be reduced to \$1.00:

Student Body Association Fee
Student Union 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:

- a. An employee enrolls for three units under the program. The Student Service Fee for three semester units is \$51.00 which is waived.
- b. The same employee enrolls for an additional three units outside the program for a total enrollment of six units. The Student Service Fee for six semester units is \$57.00. The employee must pay the difference between the \$51.00 which was waived and \$57.00, the fee for six units, or \$6.00.

Fee waivers or reductions may not be approved for enrollment in any course offered under a self-supporting program such as summer session or extension.

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 his/her designee may approve the waiver and reduction of fees authorized by this Executive Order following determination by the President or his/her 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 in accordance with the criteria issued by the Office of Faculty and Staff Affairs. Approval to achieve a training and/or development objective through enrollment in courses under this program shall be given only after an analysis by the appropriate campus authority that a course enrollment is the most appropriate method of meeting that objective. Prior to approving a proposed course enrollment for an employee for whom previous enrollment has been approved, the evaluation referred to in Section 11 shall be completed.

8. Changing Occupational Fields:

The fee waiver and reduction program may be used to allow an employee to change occupational fields only if all of the following conditions are satisfied:

a. It is determined by the President or his/her designee:

- (1) that a layoff could be prevented or a management need could be met were the employee retrained; and
- (2) that the campus will be able to reassign the employee to a position in the new occupational field at the conclusion of the training.

b. There is a reasonable sharing between The California State University and Colleges and the employee of the time and expense required to achieve the training objective. For The California State University and Colleges this may include approval of the waiver and reduction of fees for enrollment. For the employee this may include dedication of personal time to attend classes and the payment of expenses beyond those fees which have been waived pursuant to this Executive Order.

9. Application of Fair Labor Standards Act:

The Fair Labor Standards Act requires that under certain conditions employees covered by the Act will be considered as being in a work status when they are in attendance at lectures, meetings, training programs and similar activities. Reference should be made to the specific provisions of the Fair Labor Standards Act in order to avoid inadvertent over-time commitments when approving enrollments under this program.

10. Records Requirement:

The President or his/her 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, a qualitative analysis concerning the effectiveness of the program and 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.

11. Evaluation:

An evaluation shall be made at the close of each term of each employee's performance in courses taken under the fee waiver program. This shall include a review of the grade received for the course(s) taken. If the employee's performance in the course(s) is less than satisfactory, a review shall be made of the initial decision to use the program to meet the specific training or development requirement. Periodic progress reviews shall be held with each employee to determine whether reasonable progress is being made toward the achievement of the goals outlined in the employee's individual career development plan. Unsatisfactory performance in the course(s) or lack of progress toward the goals of an individual career development plan may be cause for withholding further approval for participation in the program. In addition to these individual reviews there must be a periodic assessment of the benefit to the campus following the completion by employees of work-related courses.

12. 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.

13. Supplemental Instructions:

The Vice Chancellor, Faculty and Staff Affairs shall be responsible for review and evaluation of this program and for issuing directives to amplify and interpret these procedures.