

WORKING HOURS AGREEMENT FOR EMPLOYEE TUITION WAIVER

(This form is only for classes during working hours)

The University's Collective Bargaining Agreements provide that employees taking advantage of the Tuition Waiver Program must take classes during non-working hours unless they are UAW Local 1975 members taking word processing or computer-related course work that has been approved by the University.

Working hours are defined as any time employees are regularly scheduled to work.

As most University employees are granted a duty-free 60 minutes lunch period, it is preferred that this time be utilized for taking classes. It is also possible for employees, with the approval of their supervisor, to work through the specified lunch period and designate a different one-hour period during the day as the lunch period, during which Tuition Waiver course work may be pursued.

Employees taking classes, which meet on two-day schedules for periods greater than one hour, may make arrangements with their supervisors for flexible scheduling. Time taken beyond 60 minutes for course work is expected to be made up in its entirety.

Note to supervisors: There is no contractual obligation to make scheduling changes. Alternate scheduling should only be undertaken, if your operational needs will not be adversely affected.

I have read these provisions and scheduling arrangements to take classes, in lieu of lunch, have been made for:

(Employee's Name)						(Semester)
(Course Name)	(Credit Hrs.)	(Time)	on	(Day/Days)		
(Course Name)	(Credit Hrs.)	(Time)	on	(Day/Days)		
(Supervisor or Department Head)				(Date)		

This agreement must accompany the Tuition Waiver application if any courses are attended during the normal working day. Supervisors are recommended to keep a copy of this form.

It is the responsibility of all employees using the Tuition Waiver benefit to know and understand the policy and procedures related to the Tuition Waiver. Additional details related to this benefit can be found in the Collective Bargaining Agreement for each e-class.

Email to HR_Benefits@emich.edu, or FAX to 734-487-7590