

To: Institutional Policy Committee Members

From: Joan Gines, Interim Vice President for Human Resources

Date: May 6, 2009

Subject: Proposed changes to Policy 5-305 and new Rule 5-305, Reduced Tuition Programs

We are proposing changes to Policy 5-305 and adoption of new Rule 5-305, ***Reduced Tuition Programs***. There are two substantive changes included in this proposal—1) Recognizing that departments have a need to provide tuition reimbursement programs in addition to the tuition reduction benefit, and 2) providing tuition reduction for the domestic partner of an employee and the domestic partner's children. The proposed changes are described below.

The Division of Human Resources has recognized that departments need to establish departmental policies related to reimbursement of tuition paid by eligible employees or to pay the tuition for approved classes for an eligible employee. We currently have a Hard-to-Recruit Tuition Reimbursement Program at the hospitals and clinics. In addition, other departments have a desire to provide this benefit to give their employees an opportunity for advancement. The current policy includes a provision prohibiting payment or subsidization of employee tuition that goes beyond the tuition reduction benefit unless the employee is required to take a class to improve directly applicable job-related skills. We are proposing that this provision be deleted.

We also propose adding language that allows employees and University retirees to obtain tuition reduction for a domestic partner following one year of full-time employment and for a domestic partner's children after three years of full-time employment. The employee must certify that a domestic partnership exists that meets the University's eligibility requirements (defined in Policy 5-200 – Leaves of Absence [Health Related].)

The draft also includes proposed language to clarify that special course fees are not included in the reduced tuition benefit. Further, much of the former contents of Policy 5-305 is proposed to be moved out of the Policy and into a new Rule 5-305. This will bring this combined set of regulations in line with the University's new regulations structure. Other administrative clarifications and formatting changes have been included in the proposed draft of the revised Policy and new Rule. None of these additional clarifications or changes alter the intent of the policy further.