

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Class Attendance During Work Hours**EFFECTIVE DATE:** July 1, 2000; Revised May 5, 2023**Purpose**


The purpose of this policy is to provide employees of Southwest Tennessee Community College (“Southwest” or “the College”) with parameters for attending classes during hours typically reserved for Southwest job duties.

Policy

Southwest is committed to the professional growth and development of its employees. All Southwest employees are encouraged to pursue higher education. To assure maintenance of optimum job performance while employees are attending classes, the following rules apply.

- A. Employees of the College may attend classes during normal working hours.
 - Staff must first receive the approval of their immediate supervisor.
 - Faculty members must first receive the approval of their dean.
- B. Hours in class attendance and travel time must be accounted for and the employee must complete a total of 37.5 hours of work during the same seven (7) day work period.
- C. At the direction of the immediate supervisor, and with the approval of the President, an employee may be required to take a course related to the employee's job function during work hours.
- D. Scheduling Classes
 1. Classes be taken Southwest or another higher education institution at times other than during regularly scheduled work hours.
 2. However, if an employee wishes to schedule a class during regular work hours, permission to do so must be requested and received before the employee enrolls in the class.
 3. Approval is required from the employee's immediate supervisor and the President.
 4. All time spent away from work, including travel time, must be made up according to a schedule drafted by the immediate supervisor or by taking annual leave.
 5. The schedule drafted by the supervisor will indicate that the employee will be at the workstation a minimum of 37.5 hours per week if employed full-time.
 6. Documentation must be maintained showing how hours are made up.

- E. For classes taken at a higher education institution other than Southwest, approval consideration will be given to whether the class is offered during the employee's off-hours during the regular academic year. Taking the class during off-hours will minimize the impact to Southwest work hours.
- F. Tennessee Board of Regents (TBR) [PC-130](#) provides guidelines, processes, and procedures for educational assistance for TBR System employees.
- G. Exceptions to this policy may be made only with the approval of the President.

Source of Policy: _____	Responsible Administrator: <u>VP of HR</u>
Related Policy: <u>N/A</u>	TBR Guideline Reference: <u>P-020; P-130</u>
Approved: <u></u> President	Date: <u>May 5, 2023</u>