Employee Training and Educational Assistance Policy

OSU-Oklahoma City and its Board of Regents value learning for employees. Training and educational programs are designed to encourage employees to be lifelong learners and to inspire personal responsibility in professional growth. Training priorities will include job skills, communication, technology, safety and compliance with laws and regulations. Classes will also be offered to promote wellness and a healthy lifestyle. Resources for learning are made available through credit courses, external conferences/seminars, on-campus employee training sessions, Technical Education Center classes and through OSU-Stillwater’s training program.

Educational Assistance Program-Credit and Non-Credit Courses

Tuition and Fee Waivers for Credit Courses at OSU-Oklahoma City Campus

With the approval of the department supervisor, a full-time continuous, benefit-eligible employee (FTE=30 hours per week) may receive a tuition and fee waiver (one-half) for a maximum of six (6) credit hours for the fall and spring semesters and a maximum of three (3) credit hours for the summer semester. New employees are eligible once they have completed the first 90-days of employment and have received an overall satisfactory performance evaluation.

The first-half of tuition and fees will be waived upon receipt and approval of the Employee Tuition Waiver Request form. Employees must follow regular enrollment procedures and must submit the request form to Human Resources before the first day of the course.

An employee may also receive a waiver for the second-half of the tuition if the employee earns a grade of at least a C grade upon completion of the course. The second-half of tuition and fees will be waived upon the employee’s request and verification of the grade requirement. If the employee does not complete requirements for the course, he/she must pay the remaining tuition and fees and may not enroll in other courses until balance has been paid in full. The second-half tuition waiver is only applicable to OSU-Oklahoma City campus employees.

- Taking Classes During Work Hours

  Only one (1) course may be taken during the normal hours of employment, upon the supervisor’s approval. Approval will primarily depend on the affect the absence will have on the department’s operations, considering factors such as time of day of class compared with peak hours of the department and adequate staffing to cover the absence.

Procedures for Requesting Tuition and Fee Waivers

It is the responsibility of the employee to request a tuition/fee waiver by the designated deadline date. For first-half tuition/fee waiver, the deadline date for submission of the form will be prior to the first day the course begins. The employee must submit a completed "Request for Tuition/Fee
Waiver” first to his/her supervisor for approval. The form should then be routed to the Office of Human Resources for eligibility verification. Human Resources will then route to the Office of Financial Aid for entry of waiver on the student financial waiver system.

For second-half tuition/fee waiver, the request form must be submitted to the Office of Financial Aid for verification of the grade requirement and must be submitted prior to the beginning of the next semester.

Tuition and Fee Waivers for Credit Courses at other OSU Campuses

OSU-Oklahoma City employees may also receive tuition and fee waivers from the Stillwater campus and other branch campuses. Since policies may vary on employee tuition waivers, please check the policy in effect at the time of your intended enrollment.

Technical Education Courses

OSU-Oklahoma City’s Technical Education Center (TEC) is a business services resource for individuals and organizations. Non-credit courses and training offered through TEC are offered at no cost to the employee. Pre-registration and supervisor approval is required.

Time Sheets and Course Attendance

- Time spent attending a class or training program when the supervisor requires or requests attendance is considered as worked time, whether it meets inside or outside the employee’s work schedule. The time away from the job does not have to be made up. If taken during the employee’s normal work hours, non-exempt staff should not clock in and out on the timesheet. If taken outside the employee’s normal work hours, the non-exempt staff should clock in and out on the timesheet. Equivalent time off during the same week may be given, but if that is not possible, time will be calculated in accordance with the overtime policy.

- Time spent attending a class or training program when the supervisor has not required or requested attendance is not considered worked time. Time may be made up during the same week (upon an agreeable schedule); such as with an earlier start time, later end time or shorter lunch break. But if this is not possible, annual leave or comp leave must be used.

Educational Assistance Program-GED Program

Educational assistance for college courses is only valuable to those who are able to attend. For employees who may not be able or ready to attend college, educational assistance is also available in obtaining the GED. Time to attend preparatory classes and to take the test will be supported and the cost of the first test will be covered by the university. Opportunities are also available to obtain a high school degree (not a GED) through the State Board of Education upon obtainment of 30 college credit hours.