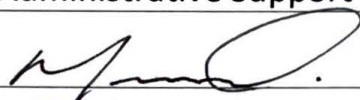



Arkansas Tech University

Office of Facilities Management

Steps for Requesting a Staff Tuition Waiver

SOP No.:	AS0003	Revision:	1
Department:	Administrative Support	Date:	11/11/19
Dept. Head Approval:	 11-11-2019		
Director Approval:	 11-11-19		

1. **This SOP defines the procedure and guidelines for FAMA employees requesting a Staff Tuition Waiver.**
2. **Purpose:** This SOP defines the procedure and guidelines for FAMA employees requesting a Staff Tuition Waiver. This SOP applies to all FAMA employees. It does not supersede any rules or guidelines outlined in the University Staff Employee Handbook.
3. **Responsibility:** This SOP applies to all Facilities Management Employees. It does not supersede any rules or requirements outlined in the University Handbook.
4. **Definitions/Requirements:**
 - 4.1. The employee will submit the waiver request on OneTech no fewer than 10 working days before the start of the semester.
 - 4.2. The employee is responsible for ensuring the form is ultimately delivered to HR/Payroll/Budget.
 - 4.3. The employee will clock out before going to class if the class occurs within their normal work shift.
 - 4.4. The employee will clock back in upon returning from class.
 - 4.5. If the employee drops the class he/she will inform their supervisor immediately.
 - 4.6. The employee may take only one class during their normal work shift per semester.
 - 4.7. The employee must make up any time missed to attend a class.
 - 4.7.1. The employee may start their shift early or end their shift late on the days they attend class. These arrangements must be made and documented on the memo prior to the beginning of the semester.
 - 4.7.2. Travel time to and from class must also be made up.
 - 4.7.3. The employee may use annual leave, comp. time, or birthday leave to attend a class.
 - 4.7.4. The employee is not permitted to use University provided transportation to travel to or from class.
5. **Health and Safety:** This SOP does not contain special or specific Health and Safety requirements.
6. **Procedure:**
 - 6.1. Employee will register for class/classes.
 - 6.2. Employee will log in to OneTech and submit their online request.

- 6.3. Employee will fill out the Faculty Staff Waiver form.
- 6.4. Employee will present their proposed schedule to their immediate supervisor no later than 10 working days before the start of classes for the preparation of a scheduling memo.
- 6.5. Supervisor will provide the employee with a signed memo indicating whether/how the class will affect the employee's work schedule. The supervisor will obtain the FAMA Director's signature on this memo.
- 6.6. The employee will sign the memo indicating they agree to the method used to make up their class/travel time.
- 6.7. The employee will deliver the memo to the VP of Administration and Finance. Administration building room 202.
7. **Reference Section:** Online staff manual.
8. **Revisions:**
 - 8.1. Updated for electronic/online request process.