

## ARTICLE 27

### **TRAINING AND DEVELOPMENT**

#### General Training

- 27.1 An employee wishing work-related training may submit a written request to the appropriate administrator. Such a request may include, but is not limited to, release time with pay, flexible working hours, tuition, and travel. The appropriate administrator shall respond to such requests in writing.
- 27.2 When an employee is required by an appropriate administrator to take work-related training, the employee shall be granted release time for such training if it occurs during working hours. When an employee is required by an appropriate administrator to take work-related training during nonworking hours, such time shall be counted as hours worked for the purpose of computing overtime pay. Appropriate costs for such training shall be borne by the CSU. Documented completion of the training may be required by the CSU for payment.

#### Employee Fee Waiver

- 27.3 The appropriate administrator may approve requests from all full-time employees and part-time permanent employees for enrollment in a maximum of two (2) CSU courses or six (6) units, whichever is greater, per semester/quarter (exclusive of courses in self-support programs) on the fee waiver program subject to the following conditions:
- a. The course shall be job-related or shall be a part of an approved Career Development Plan.
  - b. The operational needs of the department are met in an orderly and normal manner.
  - c. CSU admission requirements shall be met or waived for an approved Career Development Plan. CSU admission requirements shall not apply for job-related courses.

- 27.4 An employee taking a course(s) subject to provision 27.3 of this Article shall be granted reasonable release time for one (1) on-campus course per semester/quarter. An employee at the Chancellor's Office shall be granted an amount of time during working hours equal to actual class time.
- 27.5 The course of study for a Career Development Plan will be established by the employee and an appropriate advisor. Career development courses shall relate to future career opportunities and assignments within the CSU.
- 27.6 Employees on a leave of absence who otherwise are eligible to request a fee waiver may request a fee waiver for enrollment in more than two (2) courses per semester/quarter.
- 27.7 In order for an employee to continue participating in this program normal academic standards shall be maintained. Courses taken on the fee waiver program shall be taken for credit and not audited.
- 27.8 A record of completed courses may be placed in the employee's official personnel file.
- 27.9 The term "fee waiver" as used in this Article means a program that waives or reduces fees for employees as listed below:

The following fees shall be fully waived:

- Application Fee
- Health Fee
- Identification Card Fee (if mandatory)
- Instructionally Related Activity Fee
- State University Tuition Fee

The following fees shall be reduced to one dollar (\$1) each:

- Associated Student Body Fee
- Union Fee
- Health Facilities Fee

An eligible employee enrolled in a doctoral program shall be provided a partial waiver, equivalent to the part-time Graduate Tuition Fee, of the applicable Doctorate Tuition Fee. Such an employee shall be responsible for paying the difference between the part-time Graduate Tuition Fee and the applicable Doctorate Tuition Fee.

- 27.10 Employees taking CSU courses in addition to the CSU fee waiver courses shall pay the difference between the amount waived and the full State University Tuition Fee.
- 27.11 Participation in the fee waiver program shall entitle an employee to instructional services but not to student services.

#### Dependent Fee Waiver

- 27.12 Employees eligible for participation in the CSU Fee Waiver Program as defined in provision 27.3 may transfer their existing fee waiver benefit entitlement as defined in provision 27.3 to only one person at a time who is a spouse, registered domestic partner, or dependent child up to age 25, subject to the following conditions:
  - a. The courses are taken by a spouse, registered domestic partner, or dependent child who is matriculated toward a degree and the courses are for credit toward the degree's requirements;
  - b. This fee waiver benefit does not apply to out-of-state tuition, or courses in self-support programs;
  - c. Participation by an eligible employee's spouse, registered domestic partner or dependent child is subject to each CSU campus' standard admission and registration policies and procedures.
  - d. For the purposes of this article, a dependent child is defined as: (1) the employee's child or stepchild under age 25 who has never been married; or (2) a child living with the employee in a parent-child relationship who is economically dependent upon the employee, under age 25, and has never been married; or (3) the employee's child or stepchild age 25 or above who is incapable of self-support due to a disability which existed prior to age 25.
- 27.13 The following fees shall be fully waived for a spouse, registered domestic partner or dependent child of the employee:

- Application Fee
- Identification Card Fee (if mandatory)
- State University Tuition Fee for courses taken in the Fee Waiver Program.

An eligible spouse, registered domestic partner or dependent child enrolled in a doctoral program shall be provided a partial waiver, equivalent to the part-time Graduate Tuition Fee, of the applicable Doctorate Tuition Fee. Such an eligible dependent shall be responsible for paying the difference between the part-time Graduate Tuition Fee and the applicable Doctorate Tuition Fee.

All other fees shall be paid at the regular rates.

- 27.14 A spouse, registered domestic partner or dependent child of the employee shall be entitled to student services in addition to instructional services.