



## POLICY AND PROCEDURE

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<b>Title:</b>	<b>CLASSIFIED EMPLOYEE GRANT-IN-AID &amp; EDUCATION &amp; TRAINING</b>
<b>Policy No.:</b>	<b>5.41</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Contact:</b>	<b>Human Resources Director</b>

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### Policy

All eligible classified staff are encouraged to take courses both job required/related and for their own enrichment. Classified employees must be .50 FTE or more and be in a benefit eligible position, which includes both hard and soft money positions. A benefits eligible position is defined as any employee eligible for insurance and retirement. This policy includes courses that are job required/related and for career or personal development available at all NSHE institutions. Courses taken by classified employees are subject to the provisions of NRS 284.343 and NAC 284.482 through 284.522.

All eligible classified employees may apply for Grant-In-Aid for a total of twelve (12) credits per fiscal year which may be distributed at the employee's discretion, but not to exceed six (6) credits per semester (fall, spring, and summer). The tuition, lab, and technology fees will be paid through GIA. GIA will pay up to a maximum of \$50 per lab fee. The employee is responsible for lab fee amounts that exceed \$50.

The employee's department may require the employee to take three (3) credits per semester as job required. The three (3) credits are considered to be in addition to the six (6) credits per semester of GIA approved courses. The department will be responsible for the payment of all associated fees (not Grant-In-Aid funds) for job required courses, seminars, and workshops.

The Classified Council will review the Grant-In-Aid Policy annually for any revisions as necessary, including the inflation of fees.

### Procedures

#### **1.0 Application and Registration**

- A "Request for Grant-In-Aid" must be submitted each semester for the course(s) and approved in advance by the immediate supervisor and appropriate vice president of the department. The employee's supervisor and vice president/designee will each have one week from receipt, to review the Grant-In-Aid request for an approval or denial decision. Approval must not be unreasonably withheld, and reasons for denial must be provided to the employee in writing.
- Once approved, the form is returned to the employee. The employee then registers for the course(s) and turns the approved GIA form in to the Controller's office for processing.
- An **amended application** must be submitted with the appropriate signatures if course changes are made to a previously approved GIA application.
- All fees for NSHE courses (tuition, lab, and technology fees), with the exception of Great Basin College courses, must be paid in advance by the employee and receipts must be provided to the appropriate vice president. Reimbursement of all fees for NSHE courses (tuition, lab, and technology fees) will be made after the course is successfully completed and proof of completion is verified at the end of the semester. The reimbursement for the lab fee of a course will not exceed \$50. Reimbursement of courses taken at NSHE Universities will be paid at the rate equal to that paid for upper division undergraduate courses at Great Basin College.
- Release time must be granted for job required courses or training. The department is responsible for any overtime that accrues as a result, per NAC 284.484. Release time is considered time worked and is not charged against employee leave time. When a course or training is requested by the employee, granting of release time is not required, but is encouraged. The supervisor may elect to grant the employee release time, but not overtime; may allow a flexible schedule; may require the employee to use annual leave time; may deny the request.

## **2.0 End of Course Procedures**

- A grade of “C” or above (or “P” in the case of pass/withdraw courses) is required. An incomplete grade (“I”) may be assigned by the course instructor. A final grade report will be submitted by March 15th for fall semester courses and October 15th for spring and summer courses. If the employee does not meet these requirements, the employee will not be reimbursed for fees paid to other NSHE institutions and the employee will be held responsible to reimburse GIA for GBC course fees. The Student Services Department verifies the grade report at the end of each semester and provides eligibility status to the controller’s office.

## **3.0 Other**

- As students, all classified employees are subject to abide by the rules, regulations, and deadlines related to student registration and records. Exceptions to this policy may be made only with the advance written recommendation of the appropriate vice president and the approval of the president.
- The value of tuition for graduate level courses will be considered income and is subject to federal tax withholding.
- Non-credit courses and courses taken for audit are **not** eligible for Grant-In-Aid (GIA).

Approved by PC: May 6, 2006



## Application for Classified Grant-in-Aid and Education/Training

*Complete and submit this form to your supervisor.*

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

TITLE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

A separate application is required for job required/related and career or personal development course(s).  
(check one)

job required/related (include book authorization form.)  
Department account number to be charged: \_\_\_\_\_

**OR**

for career or personal development/enhancement

Call #	Dept.	Course #	Course Name	Section #	Credits	Time	M	T	W	Th	F	Sa	Su

*A final grade of "C" or above, or "P" for pass/withdraw as applicable, is required for the course(s).  
I have read, understand and agree to the terms in the attached GIA policy and procedures.*

**REQUIRED SIGNATURES & DATES:** \_\_\_\_\_  
(CLASSIFIED EMPLOYEE) (DATE)

\_\_\_\_\_  
(SUPERVISOR) (1 week to review) (DATE RECEIVED) (DATE APPROVED)

\_\_\_\_\_  
(DEPT. VICE PRESIDENT/Designee) (1 week to review) (DATE RECEIVED) (DATE APPROVED)

\_\_\_\_\_  
(CONTROLLER'S OFFICE) (DATE RECEIVED) (DATE PROCESSED)

**GRADE OF "C" OR ABOVE, OR "P" REPORTED TO SUPERVISOR:** \_\_\_\_\_  
(DATE)

**VERIFIED BY:** \_\_\_\_\_  
Student Services Department

Distribution: Controller's Office (White), Student Services (Yellow), Employee (Pink), Vice President (Goldenrod)