

R934-1. Purpose: To outline the tuition and fee reduction programs available as an employment benefit for Commissioner's Office personnel and their dependents.

R934-2. References

- 2.1. Utah Code [§53B-1-106](#) (Appointment of Commissioner's Staff)
- 2.2. Policy and Procedures [R141](#), Duties of the Commissioner of Higher Education
- 2.3. Policy and Procedures [R901](#), Personnel Definitions
- 2.4. Policy and Procedure [R961](#), Retirement

R934-3. Policy

3.1. Scope of University of Utah Courses Covered: For purposes of this policy, unless otherwise specified, no distinction is made between credit courses, noncredit courses, workshops, or courses taken on an audit basis. Some classes administered by the Division of Continuing Education may require approval of the Continuing Education Program Coordinator.

3.2. Limitations on Space: Tuition and fee benefits are available pursuant to the conditions specified herein to the extent that class enrollment space is available.

3.3. Reduced Tuition and Fee Benefits: Eligibility and Limitations: Subject to the limitations provided herein, reductions in charges for tuition and fees for Commissioner's Office personnel and their dependents must be in compliance with University of Utah policies and governed by the eligibility and limitations criteria in 3.4 and 3.5.

3.4. Commissioner's Office Employees

3.4.1. Eligibility: Full time Commissioner's Office personnel on the University of Utah payroll system are eligible for reduced tuition and fees as provided herein, when enrolled in University of Utah courses. The term "full-time," as used herein, means that the employee is normally expected to work for 30 or more hours per week. (i.e., .75 FTE or greater).

3.4.2. Limitations

3.4.2.1. Employees are eligible for tuition and fee benefits under this policy only after the conclusion of six consecutive months of full-time employment with the Commissioner's Office immediately prior to the quarter or semester in which the course work is to be taken.

3.4.2.2. Employees taking classes during scheduled working hours must have the approval of the cognizant Associate Commissioner and, except where class attendance has been approved as a training program within the individual employee's working

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assignment, must arrange with the supervisor to make up such time on a regularly scheduled basis.

3.4.2.3. Payment or subsidization of employee tuition by the Commissioner's Office beyond this approved tuition reduction policy is not authorized regardless of the source of funds except in those cases where a full-time employee (.75 FTE or greater) is required by his/her supervisor to take a class to improve directly applicable job-related skills. In such cases, the employee must have written approval of both the immediate and next level supervisors at the time tuition is paid.

3.5. Employee Dependents

3.5.1. **Eligibility:** Except as limited in Section 3.5.2 below, the spouse and each dependent unmarried child of a Commissioner's Office employee who is eligible for tuition and fee benefits under Section 3.4 above, is also eligible to receive the tuition and fee benefits authorized by this policy.

3.5.2. Limitations

3.5.2.1. The spouse of a full-time employee is entitled to the tuition and fee benefit provided in paragraph 3.5.1 only if the employee's consecutive full-time service to the Commissioner's Office or the University of Utah totals one or more years.

3.5.2.2. The unmarried dependent children of an employee are entitled to the tuition and fee benefit provided in paragraph 3.5.1 only if the employee's consecutive service to the Commissioner's Office or the University of Utah totals three or more years.

3.5.2.3. The tuition and fee benefits provided in paragraph 3.5.1 for a dependent unmarried child shall not extend to course work commencing after the date upon which the dependent child reaches 26 years of age.

3.5.2.4. The tuition and fee benefits provided in paragraph 3.5.1 for a dependent unmarried child shall not extend to enrollment in DCE noncredit courses.

3.5.2.5. An eligible employee, who is the dependent spouse or child of an employee, may claim tuition and fee benefits in either capacity, subject to any applicable limitations specified herein.

3.5.2.6. If both parents of an unmarried dependent child under age 26 are employed at the Commissioner's Office or the University of Utah, the dependent child may claim tuition and fee benefits as the dependent of only one eligible employee.

3.6. **Basic Benefits:** Except as otherwise provided herein, persons who are eligible for benefits under this policy shall be entitled to a reduction in total charges, inclusive of tuition and student fees, amounting to 50% of the approved resident or nonresident rate applicable to the course load for which the individual is registered.

3.7. **Special Fees:** Special program, laboratory, individual instruction charges, and consumable material fees are not included within the tuition and student fee reductions provided by this policy.

3.8. Retired or Disabled Personnel and Dependents: Retired personnel, including those who have retired on disability, who have completed five or more years of continuous service with the Commissioner's Office or the University of Utah immediately prior to retirement, and their spouses and unmarried dependent children under 26 years of age, are entitled to reduced tuition and fees as provided herein.

3.9. Dependents of Deceased Personnel: Spouses of deceased personnel, and their dependent unmarried children up to age 26, are eligible for tuition reduction provided the deceased employee has met the eligibility requirements in Section 3.8.

3.10. Employees Not on the University of Utah Payroll System: Commissioner's Office employees not included on the University of Utah payroll system (See Section R903) are not eligible for tuition reductions at the University of Utah. However, they may be eligible for tuition reductions at the institution through which their payroll is handled in accordance with policies at that institution.

R934-4. Procedures

4.1. Application Forms and Procedures: An application for reduced tuition rate is available for use by eligible employees and retired employees to request authorized tuition and fee benefits for themselves, their spouses, and dependents. Forms may be obtained from the Personnel Officer or the University of Utah. The form should be completed by the employee and signed by the Commissioner's Office Personnel Officer prior to registering for any course at the University of Utah.