

Education Benefits for CWU Staff

Employees – Human Resources

CWU Policy 301-02

Effective: April 15, 2020

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Contents:

Policy

Appendix A – Education Benefits

(1) Purpose:

Educating the citizens of Washington State is integral to Central Washington University’s mission. CWU encourages and supports its employees, and non-CWU state employees, CWU ROTC faculty and staff, and others as allowed by law, to continue their education as prescribed through this educational benefits policy.

(2) Eligibility:

A. Pursuant to chapters 28B.15.558 RCW, 28B.15.621 RCW, and 41.04.005 RCW, this policy provides educational benefits for Central Washington University faculty, exempt, and classified staff; CWU ROTC faculty and staff; non-CWU state employees; members of the Washington National Guard; and veterans (as defined by 41.04.005 RCW) who are not eligible for educational benefits from the US Department of Veterans Affairs.

B. Eligible employees (CWU, CWU ROTC, and state) must hold appointment to a position that is half-time or greater. In addition, civil service employees must have permanent status (i.e., passed their probationary period). Faculty and exempt employees who are employed half-time or more and have been employed for more than six months are eligible on the first day of employment. CWU ROTC faculty and staff are eligible on the first day of assignment at CWU.

- C. Eligible CWU employees and CWU ROTC faculty and staff may take up to eight (8) credit hours per quarter. Washington National Guard, veterans, and non-CWU state employees may take up to six (6) credit hours per quarter.

(3) Restrictions:

Central Washington University reserves the right to exclude at its discretion registration in certain programs and courses. Space must be available in the course selected and participation must not result in the need for an extra section or displacement of students paying regularly scheduled tuition rates. This policy applies to all courses except supplemental or self-supporting courses, such as summer school; continuing education; individual study; arranged courses; graduate thesis/research; foreign study; internships; private lessons; practicums; contracted field experience; and noncredit programs.

(4) Approval to attend classes, provisions for adjusted work schedules, and release time:

- A. Supervisor approval is not required if a CWU employee or CWU ROTC faculty and staff attends classes scheduled during non-work hours. However, required overtime will take precedence over non-working-hour class time.
- B. Supervisor approval is required when a CWU employee or CWU ROTC faculty and staff wishes to take a class for personal or professional development during normal work hours. The employee must ensure all job requirements are met and all class time, one hour for one hour, must be made up within the workweek.
- C. When an employee's supervisor determines that a class is directly job-related, release time may be provided for class attendance.

History:

BOT 06/13/97, MOTION 5246; BOT 09/25/81, MOTION 5495; BOT 02/21/86, MOTION 5959; BOT 06/15/90, MOTION 6348; BOT 11/30/90, MOTION 90-18, Pres.Cab.06/96; BOT 11/97; PAC 02/19/03; BOT 06/13/03; BOT 12/05/03; BOT 06/10/05; PAC 09/05/07; 06/06/2012; Responsibility: BFA; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 04/06/2016; 04/15/2020; Approved by James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-050, June 2025 Procedure CWUR 3-40-030 attached as Appendix A, June 2025

Appendix A - Education Benefits

(1) Applies to

All university staff. To the extent that this procedure addresses terms not covered under collective bargaining agreements for represented employees, the terms of this procedure shall prevail.

(2) Eligibility Procedure

- A. Eligible employees are those defined by CWU 301-02 Education Benefits for CWU Staff. Faculty who are hired on a quarter-to-quarter basis and temporary exempt employees become eligible beginning with the second consecutive quarter of half time or more employment. For the purposes of this section, employment of faculty in spring quarter and the following fall quarter may constitute consecutive employment. The benefit continues until the end of the quarter during which a recipient is no longer employed by the university. Faculty on courtesy appointments; retired faculty, staff, and exempt personnel; temporary/hourly employees, nonpermanent civil service employees; and undergraduate and graduate assistants, associates, or others holding positions with student status are not eligible for the tuition and fee exemption otherwise offered by the policy.
- B. Full-time cooperative extension service and agricultural research employees of Washington State University stationed off campus (WSU) may also take advantage of this educational benefits policy. Active-duty military stationed at one of the Reserve Officer Training Corps (ROTC) offices on campus (Air Force or Army) as well as civilian and/or contracted staff members of CWU ROTC programs are eligible for the tuition and fee exemptions offered by the policy.

(3) Registration Procedure

- A. In order to initiate registration under this policy, the employee, veteran, or member of the guard must contact the office of the registrar and submit a Tuition Exemption Request Form. If taking course work under this policy for the purpose of degree completion or certification, the employee, veteran or member of the guard must apply to and be admitted by CWU.
- B. Eligibility to register shall be contingent on participants' meeting established academic and administrative requirements of the university and of particular departments and degree programs, including course prerequisites.
- C. Registration for classes under this program shall begin for CWU employees and ROTC faculty and staff on the second day of instruction each academic term. Registration for all other eligible individuals shall be allowed beginning the third day of instruction each academic term. All registrations must be complete by the end of the add/drop period. Such registrations will be contingent upon space availability at the end of the change of schedule period.
- D. No course which admits students on a space available basis shall be overenrolled, closed, or filled beyond pre-established class limits. The registrar will not honor any special permission to enter a closed course given by an instructor to individuals exercising their educational benefits; therefore, registration for a course by an eligible individual will not be final until the last day of the add/drop period.
- E. All credit hours generated under this policy will be separately accounted for and will not affect formula entitlements.

(4) Fees

- A. A nonrefundable fee of \$15.00 will be assessed quarterly to each CWU employee and CWU ROTC faculty and staff to cover the costs of administering the program. For all other eligible individuals, the nonrefundable fee will be \$30.00.
- B. An individual taking classes under this provision will not pay student fees, other than those associated with a course. CWU employees and CWU ROTC faculty and staff registering for more than eight (8) credits will pay per-credit tuition rates for all credits in excess of eight (8). Members of the Guard, veterans, and non-CWU state employees registering for more than six (6) credits will pay per-credit tuition rates for all credits in excess of six (6).
- C. All charges and deposits including special course fees beyond the basic tuition, operating, health, and service and activities fees are the responsibility of and must be paid by the individual.
- D. An individual registering for course work under this policy is not entitled to receive student benefits (e.g., health and counseling center and other services and/or rates).