

Arkansas State University - Jonesboro

Effective Date: 06/01/97

Number: 07-24

Section: Human Resources

Subject: Staff Development

All regular full-time employees are eligible for job enrichment opportunities including the following:

1. With the approval of the supervisor, the employee may enroll in one 3-semester-hour course for credit or audit during the fall and/or spring semester during the regular workday -- Monday through Friday between 8 a.m. and 5 p.m. (includes lunch hour).
2. With the approval of the supervisor, an employee may enroll in one 3-hour course each summer term during the regular work day provided the employee takes 2 hours of vacation per each class period. This policy is waived for Admissions Counselors, who may take one 3-hour course per summer term without taking vacation time since the nature of their jobs takes them away from campus in the fall and spring.
3. With the approval of the supervisor, there is no restriction on the number of courses an employee may take after the end of the employee's workday up to the maximum load allowed by the university.

Revised on 05/31/13.