

## PARIS JUNIOR COLLEGE EMPLOYEE EXEMPTION PROGRAM

(Full-time Employees Taking Classes at PJC)

According to Paris Junior College policy DEB (local), full-time employees may take one course per semester during regular work hours with the approval of the immediate supervisor and the appropriate Vice President. The employee must make up the time spent from work (for class and lab work) and complete the weekly hours specified in the contract. Employees will not be required to make up work when (1) the supervisor requests that the course be taken and (2) the appropriate Vice President approves the request. Written approval from the supervisor and Vice President must be submitted to the Human Resources Office prior to registration for the course. Any exception to this policy must be approved by the Vice President of Business Services in writing and on file in the Human Resources Office before registration for the semester.

In order to continue on the program, "the employee must meet satisfactory progress standard by maintaining a 2.5 grade point average each semester and by remaining in and completing the number of hours enrolled in" (PJC Policy Manual DEB).

**All adds and/or drops on this program must be made on or before the official reporting date.**

Under the exemption program, up to eight (8) hours tuition, admission fees, and student service fees are paid by the institution. Lab fees and books are the responsibility of the employee. The exemption program may not be used for VCT classes. If the course is taken at night, the employee will not be given released time during the day. Repeated courses are not eligible for funding unless extenuating circumstances warrant advanced approval by the College President.

If, for any reason, an employee is found ineligible for participation in the Employee Exemption Program after tuition is paid by the institution, the employee must pay for and complete the number of credit hours needed to meet the satisfactory progress standards in a subsequent semester.

Course number and name	Semester	Year	Day & Time
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I understand the policy of Paris Junior College concerning the employee exemption program, including all requirements and agree to abide by the regulations of this policy.

Employee Id	Employee Name (Print)	Date
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Supervisor	Date	Vice President/President	Date
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Is this course required for the employee?

\_\_\_\_\_ no (lab fees paid by employee)

\_\_\_\_\_ yes (lab fees paid by PJC) **VICE PRESIDENT MUST EXPLAIN AND INITIAL:**

**This employee is/is not eligible to participate in this program.**

Human Resources Office

Date

Revised January 2024