GAC #14-31 – Employment Policies: Faculty Salary (4) Overload

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Employment Policies, Faculty Salary

Overload Compensation
Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the level of education in the discipline in which the appointment is made. For those possessing a terminal degree in the field of instruction, $800 equitable hour; for those not possessing a terminal degree in the field of instruction, $700 per load hour.

Proposed Policy or Procedure:
Add the following language at the end as a separate paragraph:

Overload appointments should be voluntary without any punitive consequences for declining the appointments. Faculty at the tenure-track assistant professor rank should not accept overload appointments of more than 3 hours, nor should they accept overload appointments for more than two consecutive semesters.”

There should be no financial impact on the university.
GAC Summary: It was recommended that the word “punitive” in the first sentence be deleted. With this revision, this proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on June 4, 2015.

GAC #14-32 – Shared Sick Leave Policy

Source of Proposal: Staff Association

Purpose of Proposal: New Policy

Current Policy or Procedure: None

Proposed Policy or Procedure: To be added to MWSU Policy Guide, Employment Policies, Shared Sick Leave Policy

PURPOSE
The purpose of Shared Sick Leave is to provide additional paid medical leave for employees who have exhausted their accrued sick, vacation, personal, compensatory time and short term disability leave benefits as the result of their own life-threatening, emergent or serious illness or injury or the need to care for a spouse (husband or wife for purposes of marriage as defined by Missouri law, including common law marriage to the extent permitted by Missouri law), child (biological, adopted, foster child, stepchild, legal ward, or a child of a person standing in place of a parent, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability) or parent (biological parent or an individual who stands or stood in place of a parent to you when you were a son or daughter) who is suffering from a life-threatening, emergent or serious illness or injury. Shared Sick Leave serves as a depository into which employees may voluntarily contribute leave for allocation to other employees. The purpose is not to provide unlimited sick leave for any medical reason.

SCOPE
This policy applies to all full-time and part-time benefit eligible faculty and staff.

POLICY
Employees may voluntarily donate accumulated leave hours for Shared Sick Leave to aid other employees who are unable to work due to a life-threatening, emergent or serious medical condition. Employees may donate leave at their individual pay rates and the recipient is credited with sick leave at his/her individual pay rate. Therefore, the leave recipient will be paid at his/her current pay rate, not at the pay rate of the person donating the leave time.

The terms “life-threatening, emergent or serious medical condition” are defined as a health condition involving a serious, extreme, or life-threatening illness, injury, impairment, or condition such as but not limited to: advanced or rapidly growing cancers, acute life-threatening illnesses, chronic life-threatening conditions in need of immediate care, life-threatening infections, severe injuries arising from automobile or other serious accidents and severe or life-threatening conditions involving failure of bodily organs or systems (e.g., heart attack) or any period of incapacity or treatment connected with inpatient/outpatient care in a hospital, hospice or
residential medical facility. Pregnancy is not a qualifying condition unless “life-threatening, emergent or serious medical conditions” arise during the pregnancy.

Any receipt of donated leave time from *Shared Sick Leave* must be approved by the Shared Leave Committee and Human Resources.

### A. Eligibility to Receive *Shared Sick Leave*

Faculty and staff may request *Shared Sick Leave* as follows:

a. Requesting employee must have exhausted all of his or her own sick, vacation, personal, compensatory time, and short term disability leave (as it relates to non-exempt employees) and not be receiving long term disability.

b. Requesting employee may apply for his/her own life-threatening, emergent or serious illness or injury, or for a certifiable illness or injury of an immediate family member, defined as:
   
i. Illness or injury of employee’s spouse
   
ii. Illness or injury of employee’s children
   
iii. Illness or injury of employee’s parent or parents

c. Requesting employee must have worked at least one year continuously in a benefit eligible position from his/her date of hire to apply for *Shared Sick Leave* benefits.

d. The maximum amount of *Shared Sick Leave* benefits accessible to a (full-time/part-time) recipient cannot exceed one-third of the beginning annual balance (as verified by Human Resources) of the *Shared Sick Leave*, or 150 hours (prorated for part-time), whichever is less, in a rolling twelve (12) month period beginning with the date of the recipient’s first Request for Donation form.

e. If an employee receives a medical release to return to work prior to using all hours granted, the unused balance of hours will not be paid to the employee and will be returned to the *Shared Sick Leave* bank.

f. If intermittent treatment is required, unused approved *Shared Sick Leave* benefits may be provided on an as-needed basis.

g. The estate of a deceased employee approved for *Shared Sick Leave* is not entitled to payment for approved unused *Shared Sick Leave* hours.

h. *Shared Sick Leave* hours may not be converted to cash.

i. Employees may not solicit or request other employees make donations to *Shared Sick Leave* on behalf of themselves or other employees.

j. In the event that there is no donated *Shared Sick Leave* available, no *Shared Sick Leave* will be distributed until more hours are deposited. If insufficient balances are
experienced, Human Resources may send a communication to faculty and staff indicating such a need but may not under any circumstances coerce, or tolerate anyone coercing, an employee(s) to contribute leave time.

k. Requesting employee does not have to donate to Shared Sick Leave in order to receive donations from Shared Sick Leave nor do they have to have donated in the past.

l. Employees who use leave from Shared Sick Leave are not required to pay the Shared Sick Leave back for leave used.

m. Donated time will be available for use by the recipient in accordance with regular payroll procedures and deadlines.

n. Employees who are off work due to a workers’ compensation illness or injury are not eligible to receive leave from the Shared Sick Leave.

o. Intent to return to work, as communicated on the Request for Donation Form, is required in order to be eligible for Shared Sick Leave. Employees who utilize the maximum amount of approved Shared Sick Leave benefits must return to work for six continuous months following their last day of use of the donated time before they are eligible to apply for additional benefits from Shared Sick Leave.

p. Employees receiving a medical release for return to work on a part-time basis (i.e., fewer hours per day per week than the regular work schedule), may continue to use approved donated leave for the balance of the regular work schedule until medically released for full duty.

B. Eligibility to Donate Shared Leave

Faculty and staff may donate leave as follows:

a. The donation of leave is strictly voluntary. No employee shall be coerced into donating leave time.

b. A contributor may not designate a particular employee to receive the donation.

c. Time must be donated in whole hours.

d. The maximum number of hours that may be donated during any rolling 12-month period is 75.

e. Donated sick leave hours are no longer reportable towards MOSERS retirement benefits upon retirement, voluntary resignation or other separation from employment.

f. An employee is not eligible to donate to Shared Sick Leave upon separation, or within six months of planned separation, from the University.
g. A contributor must have a minimum balance of 75 sick leave hours in their own sick leave balance at time of donation.

h. The contributor’s identity will remain confidential, unless he/she chooses to self-identify.

PROCEDURES

A. To Request Leave

a. An employee or their designee requesting leave from Shared Sick Leave will download, print and complete an application form available at https://www.missouriwestern.edu/hr/wp-content/uploads/sites/254/2013/11/absence.pdf and submit to the Human Resources Benefits Coordinator.

b. The application must be accompanied by a FMLA application or a FMLA application must already be on file with Human Resources.

c. After receiving a Request for Donation form, the Human Resources office will verify the employee’s eligibility and status, including current accumulated sick (faculty and staff), vacation (staff only), personal (staff only), compensatory time (non-exempt staff only) and short term disability (faculty and staff) leave balances.

d. The Human Resources Benefits Coordinator will call a meeting of the Shared Sick Leave Committee and then will provide the employee a decision within five (5) business days of receipt of the application.

e. If the application is approved, the Human Resources and Payroll offices will make the transfer of hours from the University’s Shared Sick Leave and apply the sick leave to the employee’s payroll on a payroll period basis.

f. The application form may be submitted up to 30 days in advance of need.

B. To Donate Leave

a. An employee wishing to donate leave to Shared Sick Leave will download, print and complete a donation form available at https://www.missouriwestern.edu/hr/wp-content/uploads/sites/254/2013/11/absence.pdf and submit the form to the Human Resources Benefits Coordinator.

b. After receiving a Donation form, the Human Resources office will verify the employee’s eligibility and status, including current accumulated sick (faculty and staff), and vacation (staff only) time.
c. Human Resources will hold an annual open enrollment period to allow employees to donate leave. This enrollment period will be held annually to coincide with the annual Benefits Open Enrollment period. Unused bank days will be carried over to the next donation year. If needed, Human Resources can request a Special Contribution Period where employees may be asked to voluntarily contribute additional hours of Shared Sick Leave if Shared Sick Leave needs to be replenished between Open Enrollment periods. There will be no other donation periods.

d. For MOSERS participants: An employee’s donated sick leave hours will immediately reduce the employee’s sick leave accrual and will not be reported to MOSERS upon separation from Missouri Western.

COMMITTEES

A. Composition and Duties of Shared Sick Leave Committee

a. The Shared Sick Leave Committee shall be comprised of five (5) members: one (1) Staff Senate member (Salary & Fringe committee member), one (1) Faculty Senate member (Fringe Benefits member), one (1) Human Resources member (Benefits Coordinator - Committee Chairman), and two (2) at large from (1) faculty and (1) staff.

b. All members of the Shared Sick Leave Committee shall each serve a two year term. In the event that the appointed Staff or Faculty Senate member’s term on Faculty or Staff Senate ends before the term on the Shared Sick Leave Committee, a new appointee will be appointed by his or her respective Senate.

B. Shared Sick Leave Committee appointment will be determined as follows:

a. Staff Senate (Salary & Fringe) member will be appointed by Staff Senate in even-numbered years.

b. Faculty Senate (Fringe Benefits) member will be appointed by Faculty Senate in odd-numbered years.

c. Human Resources member is a standing member.

d. Two (2) at-large members consisting of (1) staff and (1) faculty will be approved by the University President; 1 staff will be approved in odd-numbered years, and 1 faculty will be approved in even-numbered years.

e. In the event that a committee member is unable to fulfill their term, the Shared Sick Leave Committee Chairman will request a replacement using the appointment procedures stated above in order to fulfill the vacated term.

f. The Shared Sick Leave Committee will vote a new Vice Chair and Secretary each year at the first meeting in July. Terms will run July – June.
g. The Shared Sick Leave Committee complies with the Confidential Information Agreement of the University promising to maintain all information on a confidential basis. Any breach of confidentiality will result in the committee member being excused and a replacement member being appointed. In addition, disciplinary action, up to and including termination of employment, may be taken as a result of any breach of confidentiality.

Examples of a breach of confidentiality include, but are not limited to:

i. Speaking of applicant’s name and/or health condition outside of committee
ii. Speaking of applicant’s number of hours requested outside of committee
iii. Speaking of the committee’s decision and reasoning for granting or not granting benefits from the Shared Sick Leave outside of committee

h. The Shared Sick Leave Committee will review all applications for the Shared Sick Leave and shall follow the criteria set out in this policy to approve or disapprove the request for Shared Sick Leave benefits.

i. The Shared Sick Leave Committee will convene as soon as possible to approve or disapprove a Shared Sick Leave request to ensure a speedy response. A minimum of three (3) committee members must be present to constitute a quorum. Meetings may be held in person, by conference call or through electronic communication. The name of applicant will remain anonymous and only available to Human Resources.

j. The Shared Sick Leave Committee will review forms and language periodically for any needed revisions or updates.

k. The Shared Sick Leave Committee will provide an end of year report of activity and the amount of accumulated hours in the Shared Sick Leave to the President’s Cabinet. The following must be included as a part of the Annual Report:

i. Number of full-time equivalent (FTE) sick and vacation leave hours donated to the Shared Sick Leave;
ii. Number of full-time equivalent (FTE) hours granted from the Shared Sick Leave;
iii. Dollar value of hours donated based on the salary of the donor;
iv. Dollar value of hours used based on the salary of the recipient; and
v. Number of full-time equivalent (FTE) hours of Shared Sick Leave at the end of the year to roll over.

C. Shared Sick Leave Appeals Committee
a. Committee Membership and Constraints: The Shared Sick Leave Appeals Committee shall hear appeals from Shared Sick Leave applicants regarding actions of the Shared Sick Leave Committee. The Shared Sick Leave Appeals Committee will consist of three members appointed by the University President and comprised of the following:
One administrative representative, one faculty representative, and one staff representative.

Initially, two committee members will serve one-year terms and one committee member will serve a two-year term. No member may serve more than two consecutive terms. The University President will appoint one of the three committee members to serve as Chair of the Committee.

b. **Committee Responsibilities and Guidelines:** Two members shall constitute a quorum, and meetings may be held in person, by conference call or through electronic communication.

The *Shared Sick Leave* Appeals Committee shall provide final determinations on applicant appeals when a request has been denied by the *Shared Sick Leave* Committee. Applicants may appeal decisions made by the *Shared Sick Leave* Committee by submitting a written appeal to the *Shared Sick Leave* Appeals Committee via the Human Resources Office within 20 working days of the receipt of the denial from the *Shared Sick Leave* Committee.

The *Shared Sick Leave* Appeals Committee response shall be in writing to the applicant and shall be provided within 7 working days of the date of the appeal. Members of the *Shared Sick Leave* Appeals Committee may not vote on any appeal of their own or that of a relative.

The decision of the *Shared Sick Leave* Appeals committee is final.

**Points of Contact**

Questions and/or concerns with the *Shared Sick Leave* program should be addressed to Human Resources.

**Financial Impact:**

The current budget allocation (salary, FICA and retirement (MOSERS/CURP) would not experience a direct impact as the salary is already budgeted. A department may not be able to replace an employee that has been granted an extended leave by the Shared Sick Leave program.

In most situations, employees would not be allowed to use sick leave beyond the 12 weeks of FMLA (Family and Medical Leave Act) available, except in certain cases where it may be reasonable to offer extended leave due to ADA (Americans with Disability Act) accommodations. This would need to be reviewed on a case-by-case basis. Anything beyond an extended three months of leave would most likely not be considered reasonable, and would not need to be continued beyond that time for a total of approximately six months of leave.

After six months of leave (180 calendar days, approximately 134 working days or 1005 hours) an employee becomes eligible for Long Term Disability at which time we recommend separation of employment.
This policy may allow employees additional leave to which they do not now have access. However, in the past five years, there have been less than 10 employees that have had a need to use Short Term Disability insurance due to the lack of sick leave available.

**GAC Summary:** There were several questions and much discussion regarding use of sick leave and vacation time and the possible impact on our financial statements. Cale Fessler indicated he would be glad to meet with the committee to work more in depth on the details of this proposal and its financial impact. This proposal will not be forwarded at this time.

**Presidential Action:** No action at this time.

**GAC #14-33 – Domestic Partners**

**Source of Proposal:** Faculty Senate

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, indicated policies

129 Employment Policy: Absences
126 Employment Policy: Benefits for Retirees
78 Employment Policy: Nepotism - Employment of Family Members or Other Defined Relationship
107 Employment Policy: Tuition Reduction Program
123 Employment Policy: Wellness Program

**Proposed Policy or Procedure:** Additions are in **bold**. There are no deletions.

129 **Employment Policy: Absences**

2. **Family Bereavement Days:** All Faculty, Administrators, Exempt and Non-Exempt Staff will be eligible for a maximum of three working days for bereavement per year to be used in connection with the death of an immediate family member. Accrual takes place on July 1 of each year and unused bereavement days will not carry forward from the previous year. For purposes of this policy, an immediate family member is defined as follows:
   · Spouse or domestic partner
   · Parents, including step-parents or in-laws;
   · Grandparents, including step or in-laws;
   · Child, including step, half or adopted;
   · Grandchild, including step, half or adopted;
   · Brother, including in-laws and step, half or adopted;
   · Sister, including in-laws and step, half or adopted; or
   · Any other relative residing in the same household as the employee.
C) Situations Covered by FMLA

2) Medical Leave – Used for serious health conditions (as defined in C below) that are considered qualifying events under FMLA. MWSU will require a completed Certification of Health Care Provider Form for the serious health condition (see Section 9(A) (1) below). It may be used for:
(a) Your own serious health condition that makes you unable to perform the functions of your job.
(b) The care of one of the following individuals with a serious health condition: (MWSU may require reasonable documentation and/or statement of family relationship to verify legitimacy).
(i) Spouse - A husband or wife for purposes of marriage as defined by Missouri law, including common law marriage to the extent permitted by Missouri law.
(ii) Son or daughter – A biological, adopted, foster child, stepchild, legal ward, or a child of a person standing in place of a parent, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.
(iii) Parent - A biological parent or an individual who stands or stood in place of a parent to you when you were a son or daughter.
(iv) Domestic Partner - an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship.

5) Active Duty Family Leave – Used by an employee whose spouse, domestic partner, son, daughter, or parent is on active military duty, or has been notified of an impending call to active military duty to deal with any “qualifying exigency” arising from the call to active military duty with the National Guard and Reserves. Qualifying exigencies are the need to make necessary arrangements related to the departure of the service person. MWSU may require that a request for the Active Duty Leave be supported by a certification stating the call to active duty.

6) Injured Service Member Family Leave – Used by the spouse, domestic partner, son, daughter, parent or “next of kin” (defined as “nearest blood relative”) of a member of the Armed Forces (including a member of the National Guard or Reserves) so the employee can care for the service member who is undergoing inpatient or outpatient medical treatment, recuperation, therapy, or is otherwise on the temporary disability retired list, because of a “serious illness or injury” incurred during active duty.

I) Certification of Medical Condition for Purposes of FMLA

1) Certification

a) For Your Own Serious Health Condition - Human Resources will require you, at your expense, to submit a Certification of Health Care Provider form from the attending health care provider to substantiate a medical leave.

i) All required medical certification documents must be submitted to Human Resources no later than 15 calendar days after MWSU has requested such documentation.

ii) If you don’t provide the requested medical certification and other documentation to Human Resources in the time frame indicated above and there are no extenuating circumstances – the request for FMLA may be denied.

iii) If extenuating circumstances arise to prevent submission of certification, it is your
responsibility to notify Human
Resources in writing prior to the end of the 15 calendar day period
b) For Serious Health Condition of Child, Spouse, Domestic Partner or Parent – You will be
required to submit a Certification of Health Care Provider form from the attending health care
provider if the request is for the medical care of a son, daughter, spouse, domestic partner or
parent. The same time requirements for submitting this exist as for #1 above.

M) Miscellaneous
1) Both Spouses or Domestic Partners Employed by MWSU - When both you and your Spouse or
domestic partner are employed at MWSU, you shall be limited to a combined total of 12 weeks of
FMLA leave when you both take FMLA for any of the following purposes:
a) The birth of a son or daughter or to care for the child after birth
b) The placement of a son or daughter with you for adoption or foster care
c) To care for the child after placement
d) To care for your son or daughter with a serious health condition

2. Family Bereavement Days: All Faculty, Administrators, Exempt and Non-Exempt Staff will be
eligible for a maximum of three working days for bereavement per year to be used in connection
with the death of an immediate family member.

Accrual takes place on July 1 of each year and unused bereavement days will not carry forward
from the previous year.

For purposes of this policy, an immediate family member is defined as follows:

· Spouse or domestic partner;
· Parents, including step-parents or in-laws;
· Grandparents, including step or in-laws;
· Child, including step, half or adopted;
· Grandchild, including step, half or adopted;
· Brother, including in-laws and step, half or adopted;
· Sister, including in-laws and step, half or adopted; or
· Any other relative residing in the same household as the employee.

126 Employment Policy: Benefits for Retirees

Access to recreation services and facilities for retiree and spouse or domestic partner

78 Employment Policy: Nepotism - Employment of Family Members or Other Defined
Relationship

A family member, for purposes of this policy, will be defined in accordance with the Table
Consanguinity as shown in Appendix (X) and includes, but is not limited to, the following list:
• Spouse or domestic partner;
• Child, including step, half or adopted;
• Grandchild, including step, half or adopted;
• Brother, including in-laws, step, half or adopted;
• Sister, including in-laws, step, half or adopted;
• Parent, step-parent or in-laws; or
• Any other relative residing in the same household as the employee.

107 Employment Policy: Tuition Reduction Program

Missouri Western State University offers a tuition reduction program for qualified employees, their spouses, domestic partners and qualified dependents. Missouri Western believes that education is a powerful tool in today’s society and is proud to offer this benefit to its employees.

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses, domestic partners and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the “Courses Not Eligible for the Tuition Reduction Program” section below.

Spouses/Domestic Partners/Qualified Dependents (80% Benefit):
• A widow or widower of a former benefit eligible employee who formally retired from the University with at least fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
• A widow or widower of a former benefit eligible employee who become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
• A widow or widower of a former benefit eligible employee who died having accrued fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
• A dependent child 24 years of age or younger or a legally qualified spouse or domestic partner of any of the above categories.

The spouse or domestic partner must be a legally qualified spouse or domestic partner of the employee on the first day of classes for that semester/session in order to qualify for this benefit.

Statute of Limitations
In the event of a retirement, disability or death, the spouse or domestic partner and/or dependent child of the former employee has ten (10) years from the last date of employment to utilize the Tuition Reduction Program.

Children, domestic partners and spouses of part-time, benefit eligible employees are not eligible for participation in the Tuition Reduction Program.

Application Requirements/Verification
All degree-seeking spouses, domestic partners and/or dependents applying for the Tuition Reduction Program are required to complete the Free Application for Federal Student Aid (FAFSA) for the current school year which may provide them with the funds to cover additional education related costs. Any exception to this rule is subject to approval from the Department of Human Resources. Before Tuition Reduction funds will be paid to a student’s account, the FAFSA
must be submitted and verification completed by the Financial Aid office. Eligibility for receipt of the Tuition Reduction Program is subject to approval from the Department of Human Resources.

Tuition Reduction is offered in the amount equal to a 50% reduction of graduate tuition at the cost per credit hour and university fees. Employee participation may be capped based on available resources and program capacity. For eligibility and procedures, see the Eligibility Requirements and Participation Guidelines section of the undergraduate Tuition Reduction Program section. Spouses, domestic partners and dependents are not eligible for graduate tuition reduction.

123 Employment Policy: Wellness Program

All active employees (and spouses or domestic partners) and retirees (and spouses or domestic partners) who are participating in the health coverage may also participate in the annual Wellness Screening.

Cost Analysis:
The Faculty Senate Fringe benefits committee last year requested an estimate of the cost of including domestic partners in our health insurance. Power Group estimated that it would cause a less than one percent increase in cost of health insurance. Other costs are hard to quantify, because we do not know how many employees will avail themselves of the additional benefit.

GAC Summary: After questions and much discussion, it was determined that there is supposed to be a Supreme Court ruling on domestic partner benefits sometime in June. Thus, this proposal will not be forwarded at this time.

Presidential Action: No action needed at this time.

GAC #14-34 – Tuition Reduction Program (Fees)

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision


Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the “Courses Not Eligible for the Tuition Reduction Program” section below.
Proposed Policy or Procedure:

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition and instructional fees only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the “Courses Not Eligible for the Tuition Reduction Program” section below.

GAC Summary: The estimate of tuition benefit for employees for the 2014-2015 year was $9,500. This does not include amounts for dependents. Marilyn Baker indicated that the financial aid amount for 2014-2015 is already $18,000 over budget and that does not include summer.

Marilyn will get the actual fiscal impact and distribute it to the committee. The proposal will not be forwarded at this time.

Presidential Action: No action at this time.

GAC #14-35 – Tuition Reduction Program (Graduate Tuition)

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision


Graduate Tuition Reduction Program

Employees are encouraged to further their education in the area of their choice. Employees may schedule up to three credits of course work during regular working hours, with the approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same work week. Other class attendance must be at hours other than the employee’s regular working hours. Employees may attend classes during their normal lunch hour period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

Tuition Reduction is offered to qualified benefit eligible employees who have been accepted into the MWSU Graduate School as a degree seeking student in a specific graduate degree or certificate program.

Proposed Policy or Procedure:
Employees are encouraged to further their education in the area of their choice. Employees may schedule up to three credits of course work during regular working hours, with the approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same work week. Other class attendance must be at hours other than the employee’s regular working hours. Employees may attend classes during their normal lunch hour period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

Tuition Reduction is offered to qualified benefit eligible employees and spouses.

GAC Summary: There was discussion as to why the last of the second paragraph was deleted and it was recommended that it be left as is.

The fiscal impact to the university was not included with this proposal. As indicated on a previous proposal, the financial aid budget for tuition reduction is already over budget. Without knowing the fiscal impact to the university or having the budgetary means, this proposal will not be forwarded at this time.

Presidential Action: No action at this time.

GAC #14-36 – Tuition Reduction Program (Academic Compliance)

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision


Academic Compliance

Academic Compliance Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of D, F, FA or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Proposed Policy or Procedure:

Academic Compliance

Academic Compliance Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of F, or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Faculty believe that this is a greater benefit. The estimated cost is $20,000 per year.
GAC Summary: It was agreed that the grade of FA be removed because this is no longer part of the policy and it is a clerical update.

It was discussed that many employers require grades of C or better before their employees will be reimbursed for tuition. As an educational institution we should not expect less. Thus, this proposal will not be forwarded at this time.

Presidential Action: No action at this time.

GAC #14-37 – Graduate Certificate Policy Revision

Source of Proposal: Graduate Council

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Graduate Program Policies and Procedures, Article V: Graduate Curriculum

Section 1. Graduate Curriculum Policies
MWSU Graduate Faculty are responsible for designing curriculum for graduate programs in their discipline or, in the case of an inter-disciplinary graduate program, for their respective disciplines. All MWSU masters programs must contain a minimum of 30 graduate credits and graduate certificate programs a minimum of 15 graduate credits. At least half the credits in a masters or graduate certificate program must be at the 600 level (graduate-only courses). All programs must originate in and be administered by an academic department. The program contact person must be a department chair or full graduate faculty member.

Proposed Policy or Procedure:

Section 1. Graduate Curriculum Policies
MWSU Graduate Faculty are responsible for designing curriculum for graduate programs in their discipline or, in the case of an inter-disciplinary graduate program, for their respective disciplines. All MWSU masters programs must contain a minimum of 30 graduate credits with at least half the credits at the 600 level (graduate-only courses). Graduate certificate programs must contain a minimum of 15 graduate credits (500 or 600 level, no restrictions). All programs must originate in and be administered by an academic department. The program contact person must be a department chair or full graduate faculty member.

Rationale: These changes will align MWSU graduate certificates with other state graduate certificate programs. These changes also reflect that graduate certificate are generally made up from lower level (5XX) graduate courses, and graduate certificates should not be required to match full master’s degree requirements.

There is no financial impact from the proposed policy changes. Changes would go into place immediately.
**GAC Summary:**  It was suggested that in the second sentence of the first paragraph of Section 1, the proposed wording be changed to read “with at least half the program credits at the 600 level.” With this inclusion, this proposal will be forwarded for approval.

**Presidential Action:**  The proposal was signed by the President on June 4, 2015.

Respectfully submitted,

Jennie McDonald  
Secretary