

## Use of State Time

Permission may be granted to approve the use of a reasonable amount of worktime to allow non-faculty employees to enroll in work-related courses, or for advancement in accordance with an approved Individual Career Development Plan.

A manager may grant approval for an employee to enroll, during working hours, in an on-campus course without loss of pay for a maximum of one (1) course per quarter/semester. Approval may be granted if the course is taken for credit on the Cal Poly Pomona campus and the manager determines that the orderly functioning of the department will not be adversely affected by the employee's absence. State time cannot be approved for enrollments at another campus.

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**Dropping/Repeating Classes:** If the employee drops a class during the official drop period, the employee may request a waiver for that course during a subsequent quarter. Otherwise, a waiver is generally not provided for repeat courses.

**Changing classes:** A fee waiver must be filed for every class an employee takes under the fee waiver program. All changes must be documented on a new fee waiver form, whether or not work time is involved.

## Services

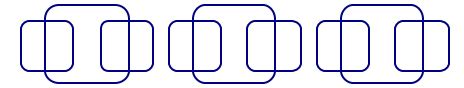
The University may reduce the level of services, except instructional services, provided to employees who enroll under the Fee Waiver Program.

**Health Facility**—Employees participating in the Fee Waiver Program are not entitled to routine personal care at the University Health Center. Care is limited to those who have sustained a work-related injury or illness.

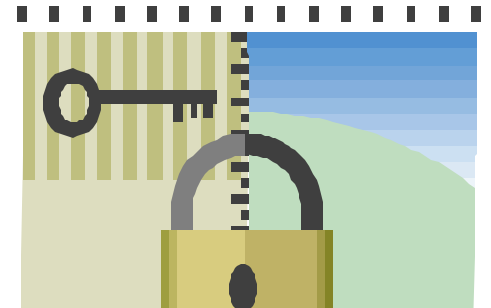
**Other Services**—Employees may utilize other services offered to University students. When requesting service, employees participating under the Fee Waiver Program may be asked to schedule at times that are convenient for the department/office providing the service.

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**Cal Poly Pomona - Fee Waiver Information**  
Janet L. Cain, Interim Fee Waiver Coordinator  
Human Resources & Payroll Services - Customer Svc.  
3801 W. Temple Avenue  
Pomona, CA 91768  
  
Phone: 909-869-3727  
Fax: 909-869-4868  
E-mail: [jl Cain@csupomona.edu](mailto:jl Cain@csupomona.edu)

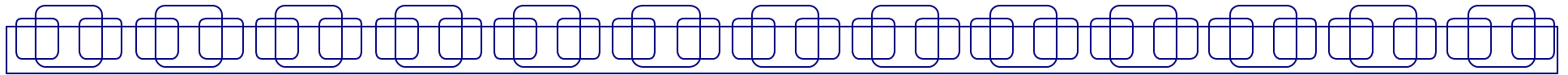


## Employee Tuition Fee Waiver Program



The key to success...

**Cal Poly Pomona**



## What is Fee Waiver?

Fee waiver is a program designed to reduce or waive state fees for employees to take classes at a CSU campus in order to improve their current job skills (work-related training) or prepare for a future career in the CSU (career development).

**Work-related training:** A work-related course is taken for the purpose of a) improving the level of skill needed to perform existing duties and responsibilities or b) acquiring additional skills needed to perform new assigned duties and responsibilities. Enrollments may be voluntary or at the direction of the manager.

**Career Development:** Course enrollments, voluntary in nature, that have been identified in an Individual Career Development Plan (ICDP) approved by the line organization and Human Resources. While promotions are not guaranteed as a result of participation in an ICDP, employees may use this as an opportunity to become competitive with other candidates for position vacancies.



## Who is Eligible?

Fee waiver eligibility, for both represented and non-represented employees, is summarized in the table below.

Note: Participation in an ICDP is limited to probationary and permanent employees who have identified career goals that exist in the CSU. Forms and information are available through Human Resources.

Employee Category	Eligibility Criteria
<b>Units 2, 5, 7, 9 (CSEA)</b> <b>Unit 4 (APC)</b> <b>Unit 6 (Skilled Trades)</b>	Full-time employees (i.e., permanent, temporary, & probationary) and part-time permanent employees
<b>Unit 3 (Faculty/Librarians)</b>	Tenured* and probationary faculty unit employees, and temporary faculty unit employees with at least 6 years of full-time equivalent service in the department
<b>Unit 1 (Physicians)</b> <b>Unit 8 (Police Officers)</b> <b>C99 (Confidentials)</b> <b>E99 (Excluded)</b> <b>M98 (Executive)</b>	Full-time or part-time permanent employees, and full-time probationary employees (no temporary)
<b>M80 (MPP)</b>	Full-time employees (includes temporary)

\*FERP employees are considered tenured faculty and are eligible for fee waiver only during the semesters/quarters when they are actively employed.

Graduate Assistants and Teaching Associates are not eligible for the Employee Fee Waiver Program. However, there is a separate reimbursement program that they may apply for through the Office of Academic Programs.

## Fees Waived/Reduced:

**Unit Limitation:** All eligible employees may enroll in a maximum of two (2) courses or six (6) units; whichever is greater, per term.

### Fees waived/reduced:

Fully Waived	Reduced to \$1 each
Application Fee Identification Card Fee Instruc. Related Activity Fee Health Services Fee State University Fee*	Student Body Assoc. Fee Student Union Fee Health Facilities Fee

\* If an employee enrolls in more than two (2) classes and the units exceed six (6), then the employee will be charged the difference between full and partial tuition.

All other fees shall be at the regular rates.

### Examples-- computing waivers (Fall 2007 fees):

Example 1 - the employee is enrolled in one or two approved undergraduate (or graduate) courses only. The entire State University fee is waived and the employee pays \$3.00 in reduced fees.

Example 2: the employee enrolls in two approved undergraduate courses and wishes to take a third course. If the total units exceed six (6), the employee pays the difference between full (\$924) and partial (\$536) undergraduate tuition, plus \$3.00 in reduced fees. The total to pay in this example is \$401.00 (\$398.00 + \$3.00).

The cost of books, lab fees, and other expenses are not eligible for waiver. Eligible employees who fail to pre-register will be charged the \$25.00 late fee.

Employee Fee Waivers do not apply to Continuing Education, Special Session, and other self-supporting courses /programs.