

HRC Memorandum No. 4 s. 2017

To: Sylvia Henry
FSS President



From: Emmanuela P. Garcia
Chair, HRC

Subject: BP 6027 Tuition Waiver and Comments on BP3302 Contact Hours

BP6027 Tuition Waiver

BP6027 Tuition Waiver was reviewed in 2015 and is revisited to be formally endorsed to FSS. The policy does not include facility fee to be waived for an employee enrolled in the college. HRC recommends that the statement, “The health, activity, and technology fees are waived for the employee but will not be waived for the employee’s dependents” will be deleted and “All other fees applicable to all students are waived for the employee but not for the employee’s dependents” will be added. Other fees will also be defined as “Health, activity, technology, facility, and other fees that maybe imposed to all students outside of registration fee”. This way, the policy will not always be reviewed each time a new fee is imposed. The changes are in red in the policy next page.

BP3302/AP3302

BP 3302 Contact Hours. There was no issue with the policy but the AP seems to be very specific and rigid.

Issues that came out were:

- By the given definition of emergency as sudden or unexpected, how can the faculty stricken with emergency be able to prepare lessons for the hired substitute to teach. The hired substitute should be knowledgeable to teach the topics.
- The AP seems to contradict the sick leave as benefit since the faculty already earned the leave credits and should be able to use these.
- Faculty members going on sick leave are sick and need money and paying for the substitute will be burdensome.

HRC decided to endorse these concerns to the Faculty Senate so that these will be discussed by all faculty.

Tuition Waiver and Reduction

Date Adopted: 1 April 1993

Date Revised: 30 September 2010

Date Reviewed: 30 April 2015

References: Policy 003, 13 May 2013 Personnel Policy and Procedure Manual

The College of Micronesia-FSM allows waiver of tuition and auditing fee up to six (6) COM-FSM credit hours each academic semester for full-time regular employees. Employees planning to take courses must receive administrative approval before registering and are limited to one course during working hours per term. An additional course may be taken outside of working hours each term.

Dependents of regular employees of the college are eligible for a 50% tuition reduction for COMFSM courses. Children dependents must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy.

(The health, activity and technology fees are waived for the employee but will not be waived for the employee's dependents). Full time regular employees and their dependents will be required to pay the registration fee. **All other fees applicable to all students are waived for the employee but not for the employee's dependents.**

Conditions

1. In case of a death, divorce, or termination of the employee, his/her dependent can, finish the semester without additional cost to the spouse.
2. If the employee terminates his/her employment during the semester in which his/her dependent is enrolled in classes, the dependent can finish the semester without any additional cost.

Definitions

Full time Regular Employee: An employee with an established position by the board with a regular employment contract and whose salary is assigned per annum rates.

Employee's Dependent: An employee dependent is defined as the spouse and biological or legally adopted children of employee and/or spouse who are living in the employee's household and are financially dependent on the parents. For child dependents for the application of this particular policy, the child dependent must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy.

Definition:

Other Fees: Health, activity, technology, facility, and other fees that may be imposed to all students outside the registration fee.