



**Tuition Waiver Program  
for Administrative Clerical Employees**

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**The Board of Regents for Higher Education  
and  
Council 4 of the American Federation of State, County and Municipal Employees**

**LETTER OF AGREEMENT – *Educational Opportunities at CT State Universities***

1. In accordance with the Memorandum of Understanding first negotiated as part of 1994-1999 collective bargaining agreement between AFSCME Council 4 and the State of Connecticut, which remains incorporated and in full force and effect in the current collective bargaining agreement dated July 1, 2009, the Board of Regents for Higher Education (“Board”) and Council 4 of the American Federation of State, County, and Municipal Employees, AFL-CIO (“Union”) hereby agree to the following:
  1. A central value of the Connecticut State University System (CSUS) is the enhancement of educational opportunities and professional development for all persons, including employees of the Board, whenever practicable. In order to facilitate the educational advancement for employees, the Board has taken advantage of the opportunity to negotiate a tuition waiver benefit for certain members of the Administrative Clerical bargaining unit.
  2. To be eligible for a waiver, a member of the Administrative Clerical bargaining unit must meet the following criteria:
    - a. Be a permanent employee at a university within CSUS or in the System Office;
    - b. Hold a position that requires at least twenty (20) hours of work per week;
    - c. Be actively employed and not on leave at the time of the course;
    - d. Have an overall “Good” or better on the most recent service rating.
  3. The waiver shall cover the cost of tuition exclusively. All attendant fee, including but not limited to application fee, program enrollment/registration fees, University General fee, State University fee, mandatory usage fees, lab fees, studio fees, student activity fee, and clinical program fees will NOT be waived. The waiver may be used exclusively on a space available basis, for up to two credit courses totaling a maximum of eight (8) credits per regular academic semester. Tuition waivers shall not be applied to summer session or inter-session course offerings and shall not apply to non-credit (credit-free) courses. Registration of a clerical staff member will not be considered when determining if a course shall be offered or canceled due to low enrollment.
  4. Within the above parameters, a tuition waiver may be used for any on-ground, hybrid, or fully on-line credit course offered at any university with in CSUS.
  5. Space-available registration for eligible employees will be handled at the university where the course is to be taken in a manner similar to space-available registration for other employee groups with course privileges. The Union understands and agrees that, as these procedures may vary somewhat from university to university, each employee who desires to take advantage of the tuition waiver benefit is responsible to ascertain the space-available registration procedures that will apply at each university where the employee desires to take a course.
  6. An employee who is eligible for more than one type of tuition waiver may use only one type of waiver benefit in a given semester. Moreover, an employee who benefits from a tuition waiver may not seek tuition reimbursement under the collective bargaining agreement for the same course(s) in the same semester.

7. A waiver may not be used for any course for which an employee has previously registered during the same semester as a paying student. A waiver may not be used for any course that the employee had previously registered for and withdrawn or failed.
8. In no case will an employee be allowed to take a course or courses that conflict with his/her regularly scheduled work day.
9. Decisions relating to the administration of this program are within the discretion of the Board or designees and shall not be subject to the grievance procedure.
10. **This Agreement is effective January 1, 2014, and will sunset on June 30, 2016.**
11. This agreement sets no precedent for future action. There is no obligation of either party to extend this agreement beyond the term noted in paragraph 10. Renewal and/or extension are subject to modification upon mutual agreement of the parties. Neither party will be obligated to provide a reason for not extending this agreement. The failure of one party to agree to extend such agreement is not arbitral.

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### **EMPLOYEE TUITION WAIVER NOTICE – MFA in WRITING PROGRAM**

The University, in consultation with the CSU System Office, has reviewed the use of tuition waivers in the MFA in Writing program. Tuition waivers are applicable in cases where the student has been admitted to a program and there is "space available" in particular courses. It has been determined that individual mentorship courses (the majority of courses in the MFA in Writing program) do not meet the criteria for "space available" because each student is assigned a paid individualized mentor/instructor.

Online workshops do meet the tuition waiver criteria of "space available" because instruction is provided in a group setting. The online workshops consist of the following courses:

- WRT 543 Online Multi-Genre Workshop I
- WRT 569 Internship or Teaching Practicum
- WRT 579 Online Multi-Genre Workshop II
- WRT 582 Online Multi-Genre Workshop III
- WRT 583 Online Multi-Genre Workshop IV

Effective with the Winter Intersession - 2012, the University will no longer accept "space available" tuition waivers for the one-on-one mentorship courses. They will continue to be accepted for the online workshops listed above. This policy applies to employee waivers, including waivers for eligible dependents.

Adopted 07-11



# Connecticut State University System

## TUITION WAIVER FOR ADMINISTRATIVE CLERICAL BARGAINING UNIT MEMBERS

Current federal tax regulations state that the monetary value of the tuition waived for graduate level studies may be considered a taxable benefit. You should discuss your specific taxable compensation issues directly with the IRS, the Department of Revenue Services, or your tax professional.

### Part A (Employee)

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

Campus Phone #: \_\_\_\_\_

Campus of Employment:  C  E  S  W  System Office

Employee Title: \_\_\_\_\_

Department: \_\_\_\_\_

#### Current Work Schedule

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time In:					
Time Out:					

Total hrs. worked per week: \_\_\_\_\_

Overall Evaluation was "Good" or better on the most recent performance appraisal.

Campus to be Attended:  C  E  S  W

Student Status:  Undergraduate  Graduate\* (\*Have attained a Bachelor's degree.)

Will Tuition Waiver be Used for the MFA in Writing program?  Yes\*  No

\*If Yes, please see the MFA in Writing restrictions on page 2.

Semester Requested 20\_\_\_\_:  Fall  Spring \* Benefit is only available for the fall/spring semesters.

Course(s) to be Taken:

	CRN	Subject/Course	Day(s) & Times	Credits
1				
2				

Maximum benefit is two (2) courses or eight (8) credits per regular academic semester.

I certify that the above statements are true and that I am eligible for this benefit in accordance with provisions of the Agreement between the CSUS-BOT and AFSCME/Council 4 (see reverse side of form for highlights of the Agreement).

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

### Part B (Human Resources Office)

Employee is eligible for benefit

Application is rejected and returned to employee Reason: \_\_\_\_\_

Chief Human Resources Officer or Designee \_\_\_\_\_

Date \_\_\_\_\_

After course registration, Continuing Education/Cashier is to return a copy of the completed form to the Vice President for Finance & Administration or Chief Financial Officer of the campus of EMPLOYMENT.