

TUITION WAIVERS — EMPLOYEE AND DEPENDENT EDUCATIONAL ASSISTANCE

[All Employee Group Manual – A11]

Waiver of Fees

Pursuant to Arizona Revised Statute 15-1445, the Maricopa Governing Board has approved the waiver of tuition and fees for the following categories of persons:

1. Full-time employees of the District;
2. Spouses and dependent children of full-time employees; and
3. When an adjunct faculty member is contracted to teach credit courses. The adjunct(s) will be entitled to a maximum of six (6) credit hours per semester. These credit hours should be taken during the fiscal year of the teaching contract.

Tuition and fee waivers are limited to the per-credit-hours cost of classes and to out-of-county and out-of-state fees. Other fees, such as lab or towel fees, are not waived and must be paid by the employee.

Employee tuition waivers for classes that do not conflict with the employee's regularly scheduled work hours and dependent tuition waivers should be handled through the fiscal office of the college where the classes are taken.

An eligible employee wishing to take a class that conflicts with his/her normal working hours of accountability must obtain the signatures of his/her supervisor and President/Provost/Vice Chancellor prior to presenting the completed form to the fiscal office. Approvals may be granted in accordance with the following:

1. There will be a limit of one (1) class per semester unless approved by the supervisor and President/Provost/Vice Chancellor.
2. The class must be offered only during the employee's regular work schedule.
3. Any change in the work scheduled must have the approval of the supervisor and President/Provost/Vice Chancellor.

VOTING FOR PUBLIC ELECTIONS — VOTING RESPONSIBILITY

[All Employee Group Manual – A8]

Polls normally will be open from 6:00 a.m. to 7:00 p.m.; therefore, employees are expected to cast their votes outside their normal work shifts. An employee who, for exceptional reasons, finds it impossible to vote before or after working hours must request time off, in advance, in writing to the supervisor or appropriate District administrator. Such time off will be scheduled, and will not exceed two (2) hours.