

3356-7-31 Fringe benefits, excluded professional/administrative employees fee remission program.

(A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.

~~(1) Tuition or fee remission eligibility. University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found [here](#).~~

(B) Tuition or fee remission eligibility. University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at the benefits section of the office of human resources website.

~~(B)~~(C) Parameters.

(1) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application/~~affidavit~~ in order to receive tuition remission.

- (2) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session are available to full-time and .75 full-time equivalent (“FTE”) employees.
- (3) Instructional fee remission is available for spouses of full-time and .75 FTE employees.
- (4) Instructional fee remission is available for full-time and .75 FTE employees’ dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- (5) ~~Instructional and general fees~~ fee remission ~~are~~ is available for former full-time and .75 FTE employees who are retired, ~~their~~ Instructional fee remission is available for retirees’ spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- (6) Dependent children of ~~an employee who dies~~ a deceased employee are eligible for fee remission of instructional ~~and general~~ fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
- (7) A surviving spouse of ~~an employee who dies~~ a deceased employee is eligible for remission of instructional ~~and general~~ fees as long as the spouse remains unmarried. A stepchild of ~~an employee who dies~~ a deceased employee is eligible for fee remission until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.
- (8) A part-time employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and noncredit continuing education.

- (9) Fee remission is available to eligible employees enrolling in classes bearing Youngstown state university credit (including classes audited and noncredit continuing education).

~~(C)~~(D) Procedures.

- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete a tuition remission form and ~~forward it to the office of human resources~~ an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. ~~Tuition remission forms are~~ The tuition remission application is available on the office of human resources website ~~or from the office of financial aid and scholarships~~. For noncredit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the ~~form~~ electronic application to the office of financial aid and scholarships for processing.

~~(5) — Employees covered by collective bargaining should refer to their respective agreement.~~

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Certification

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