Taking Course Work during the Workday

General
CPFM employees may request approval to register for up to three semester hours of course work per long session semester or summer session per University policy Taking Course Work During the Workday (7.E.4). Employees may use up to three hours of work per week to attend a college level course at The University of Texas at Austin or any other local college or university.

Definition of Local
“Local college or university” is defined as located within the Austin city limits. An employee may request to attend a college or university located outside the Austin city limits. These cases will be reviewed on a case-by-case basis.

Travel Time
Reasonable travel time to and from class may be included as work time. CPFM defines reasonable travel time as no more than 30 minutes each way to class.

Approval Process
Requests to take course work should be submitted by the employee to the supervisor, Assistant/Associate Director, and then to the Director of CPFM for review and approval. The request will be reviewed to determine if the proper disposition of work can be made to accommodate the course work.
August 2005 5.11 Taking Course Work During the Workday