

Process for Employee Education Program (EEP) Updated 12/5/2018

Overview:

This process is to be followed for Employee Education Program (EEP). The University generously offers an Employee Education Program (EEP) for regular employees with an FTE of .75 or greater. This benefit provides a limited tuition waiver and also allows for employees to take one (1) course during regular working hours with supervisor and Dean/Director approval. This process should be followed for all requests even if courses are not scheduled during working hours.

Process:

1. Complete the [EEP form](#) entirely
2. Submit to your supervisor (and Dean/Director, if appropriate) for approval
3. Submit completed and approved form to Alyssa
4. HR and Faculty Administrator will review for compliance and save a copy in your personnel file
5. HR and Faculty Administrator will send to HR-Benefits via email and copy the employee

Resources:

[UK Policy #51.0: Employee Education Program](#)

[Employee Education Program Benefit Information](#)

[Employee Education Program FAQs](#)