

## STAFF SENATE RESOLUTION #250

**Title:** OBJ **Course Release Time for Staff**  
**Date:** **June 6, 2023**  
**Author:** **Senator Jeannie Czech, Senator Debbie Swierczek**  
**Sponsors:** **Senator Jeanne Moede, Vice President Chris Maki**

1 WHEREAS, in its current Strategic Plan and Four Pillars, the University of Wyoming (UW)  
2 made a commitment to enhancing workplace conditions, improving employee job satisfaction,  
3 improving staff retention; and,  
4 WHEREAS, in light that the benefit is for all employees to gain knowledge and new abilities that  
5 result in upskilling, increasing productivity, performance and job satisfaction,  
6 WHEREAS, current language is University of Wyoming Regulation 7-11, V. A. “Benefited  
7 University employees who are employed on at least a half-time (0.5 full time equivalent) basis  
8 during the session during which the course is offered, may enroll in one course of up to six (6)  
9 semester hours of credit during each fall semester, spring semester (or J winter term) and  
10 summer session free of charge for tuition and applicable mandatory and program fees.  
11 Employees shall pay all other applicable student and other fees as outlined in the University Fee  
12 Book.”;  
13 WHEREAS, after the revision of the University of Wyoming Employee Handbook March 25,  
14 2022 update removed the prior language for release time to attend class on a tuition waiver, UW  
15 Regulation 4-175 Section D “Except as provided in Section 3, a University employee eligible for  
16 the tuition and fee waiver under this regulation shall be released from assigned duties for actual  
17 attendance at classes of up to a maximum of six semester hours of University enrollment during a  
18 regular semester and summer session in order to attend classes that meet during regular duty hours.”  
19 and;

20 WHEREAS, supervisors have now refused access to University of Wyoming benefits by  
21 restricting course release time during work hours to attend one class as the language is removed  
22 from the revised Employee Handbook;

23 THEREFORE, be it further resolved that Staff Senate is drafting this Resolution to provide the  
24 same benefit that has been given prior for 15 years for Uni-Reg 4-175, reformatted 2018 Uni-  
25 Reg 5-4,

26 THEREFORE, be it resolved that the Employee Handbook and University Regulation 7-11  
27 return the prior similar language as follows;


28 A University employee eligible for the tuition and fee waiver under this regulation shall be  
29 released from assigned duties for actual attendance at classes of up to a maximum of six semester  
30 hours of University enrollment during a regular semester and summer session in order to attend  
31 classes that meet during regular duty hours.

32 AND;

33 Eligible employees applying for a tuition waiver under this Regulation shall submit an  
34 application through their Appointing Authority to Human Resource Department. A University  
35 employee eligible for tuition and fee waiver under this regulation shall be released from assigned  
36 duties for actual attendance at classes. The Vice President for employees unit, in consultation  
37 with the appointing authority, may find the employee absence during duty hours to attend class  
38 would significantly impair the unit's ability to accomplish its mission. If the Vice President  
39 makes such a determination, the Vice President shall take action to ensure the employee is able  
40 to take the desired course during duty hours as soon as practical at a subsequent semester or  
41 summer session.

Date of Passage: JUNE 7<sup>TH</sup>, 2023

"Being enacted on JUNE 7<sup>TH</sup>, 2023 do hereby sign my name hereto and approve this  
Senate action."

  
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Staff Senate President, Timothy Nichols