

Tuition Waiver Matrix Addendum

MAPE Bargaining Unit (214) **Employees Only**

| Benefit   | Applicable Provisions<br>2017-2019   | Employee Eligibility   | # of semester<br>credits/fees   | Credit<br>Year                                  | Where credits can be<br>used  | Comments  |
|---|--|--|---|---|---|---|
| <p><b>PROFESSIONAL DEVELOPMENT</b></p> <p>(New language effective AY 2018-19)</p> | <p>MAPE CBA Appendix G Supplemental Agreement for Minnesota State – N. Section XV (page 168)</p> | <p>Benefit availability is at the discretion of the college/university president (a.k.a. Appointing Authority).</p> <p>Employee must have a professional development plan on file approved by their supervisor.</p> <p>Full-time unlimited, full-time seasonal, part-time unlimited, part-time seasonal.</p> <p>Classified and unclassified employees.</p> <p>Completed one year of continuous employment (without a break-in-service) in the Minnesota State System.</p> <p>Enroll in credit courses on a “space available” basis.</p> <p>Total enrollment shall not exceed eight (8) semester credits per year.</p> <p>Credits taken may be undergraduate, graduate and applied doctorate level.</p> | <p><i>Employee:</i> Not to exceed eight (8) credits per year of waived tuition.</p> <p>Employee pays all applicable fees.</p> <p><i>Dependents are not eligible for this benefit.</i></p>         | <p>Fall Semester through Summer Semester(s)</p> | <p>Use shall be for professional development purposes as approved by the college/university.</p> <p>Eligible employees may take credits at any Minnesota State college and/or university, <b>not</b> to exceed eight (8) credits of waived tuition.</p> | <p><b>This benefit is <u>coordinated</u> with the Tuition Waiver benefit after three years of employment.</b></p> <p>As of the fourth (4<sup>th</sup>) year of employment, the 8 credits of professional development waived tuition will be deducted from the twenty (20) credits of available tuition waiver credits for the employee.</p> |
| <p><b>EMPLOYEE INITIATED TRAINING</b></p>   | <p>MAPE CBA Article 6, Section 5 (page 10)</p>   | <p>Employee shall upon request be released without loss of pay for forty (40) hours per year.</p> <p>Approval will be granted provided the requests will better prepare the employee to perform the current or projected responsibilities, funding is available and staffing needs can be met.</p>   | <p>Formats for training may include, but not limited to:</p> <ul style="list-style-type: none"> <li>• College/university courses</li> <li>• Professional workshops</li> <li>• Seminars</li> </ul> | <p>Forty (40) hours per fiscal year.</p>        | <p>No restriction for use if the criteria for approval has been met and approval has been granted.</p>  | <p>In accordance with MMB Administrative Procedure 21 – Employee Training and Development, employees can be reimbursed for tuition (credit/non-credit), workshop,</p>   |

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|  |  | At the discretion of the college/university more than forty (40) hours per year may be granted. | <ul style="list-style-type: none"> <li>• BU sponsored training (approved in advance by MMB)</li> <li>• Continuing education courses (e.g. CEU or CLE)</li> </ul> |  |  | <p>seminars, registration fees, etc.</p> <p>Employees may also have expenses pursuant to Article 18 (MAPE CBA) reimbursed is applicable (e.g. mileage, meals, lodging, etc.)</p> <p>When practicable, the Appointing Authority may attempt to adjust the employee's hours if the approved training is scheduled during the employee's normal working hours.</p> |
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Note: Minnesota State LR interpretation (Chris Dale memo to CHRO's, October 12, 2018) approval of one of the above benefits does not automatically grant approval to the other. The above discretionary benefits shall be approved independent of each other based on the eligibility criteria set forth in the CBA.