

COURSE FEE ADVANCE

The Course Fee Advance Program for full-time and half-time management and non-management employees of the SMSU is designed for systematic growth and development of employees. The program is aimed at those employees who are working toward a Bachelor of Arts or Bachelor of Science degree or any advanced degree relevant to their positions. It is also aimed at those employees who wish to take job-related courses to improve job performance and opportunity.

Conditions for Advance:

1. All full-time and half-time management and non-management employees are eligible for the program.
2. All classes which require time away from work must be approved by the supervisor.
3. Employees will receive a fee advance for a maximum of six (6) units each quarter.
4. The SMSU will advance eligible employees in-state fees only.
5. Reimbursement of the fee advance must be made if the employee has not successfully completed course work with a grade of "C" or better for undergraduate work and "B" or better for graduate work. Reimbursement will be pursuant to a written agreement between the employee and the SMSU. Requests for any exceptions may be brought to the Personnel Committee for review and recommendation.
6. Applications must be filed with the SMSU Executive Director a minimum of thirty (30) days before the beginning of the quarter for which the advance is sought.

TAX SHELTERED ANNUITIES

Full-time salaried employees of the SMSU are eligible to participate in tax-sheltered annuity plans.

EMPLOYEE SAFETY

It is the policy of the SMSU to provide a safe working environment for all employees. Responsibility for compliance with health and safety laws and regulations resides with managers. All employees of the SMSU must obey all safety procedures, rules and policies. Such compliance is deemed a condition of continued employment. All employees are responsible for:

1. Compliance with all safety policies.