

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> TCC Classes for College Employees	<b>NUMBER:</b> 04-15
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65, 1009.23 Florida Administrative Code: 6A-14.0261	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/01/97; Revised 11/22/10	

To encourage employee development/growth through courses that update or upgrade competence and general knowledge, employees in established positions may register for courses offered by the College without payment of resident per credit hour fees for a specified maximum credit or equivalent hours per semester (pro-rated per FTE). This does not include additional fees such as lab fees or other special fees.

Employees must have the prior approval of the immediate supervisor on the form provided by the Human Resources Department before registering for any courses.

All employees who utilize this benefit shall meet the admission requirements of the College.

For this College benefit employees must have completed six (6) months of satisfactory, continuous, and creditable service at the College.

Full-time employees may register for up to six (6) credit or equivalent hours per semester. Less than full-time employees may register for up to a maximum of three (3) credit or equivalent hours per semester.