

## **GUIDELINES for**

### **TAKING CLASSES DURING WORK HOURS**

#### **PURPOSE:**

Administrative staff are encouraged to pursue continuing education through the many degree and professional development programs UNM offers. While education is encouraged, paid time for classes is not guaranteed and approval is subject to the business needs of the department. These guidelines outline the process for taking UNM classes during work hours.

#### **PROCEDURE:**

- **DEGREE GRANTING PROGRAMS:**
  - Eligible staff may use up to four hours per week to attend class inclusive of travel time. This is considered paid time and does not need to be made up.
  - Staff must have prior approval from their supervisor.
  - To be eligible for paid time, staff must be admitted to a degree granting program, the course must be required for graduation and the course may not be offered online or at times outside of the staff's normal work schedule. This does not include non-degree status or pre-major degrees.
  - General considerations:
    - Classes may not interfere with work duties or the business needs of the department. Business needs vary across positions and grade levels.
    - To ensure a consistent in-person presence, staff using paid time for class may not be able to utilize a flex remote day. This will be subject to supervisor discretion.
    - Staff may be required to check in/out with supervisor when utilizing paid time for class.
  - If class time extends beyond four hours per week, time may be made up within the following guidelines:
    - Work may only occur during department business hours (7:30am-5:00pm Mon-Fri)
    - Staff may not work more than 8 hours per day and work schedules should remain consistent.
    - Staff must take a lunch break of at least 30 minutes each day.
    - Staff may choose to use a limited number of Annual Leave hours with supervisor approval.

*This information is a guideline and should not be considered as inclusive of all proper treatments or methods of care or as a statement of the standard of care.*



- PROFESSIONAL DEVELOPMENT PROGRAMS:
  - Staff may request to participate in professional development courses during work hours.
  - Supervisors will review the request for appropriateness and applicability to work duties.
  - If approved, staff may receive paid time to attend these classes.
  - Exercise, extracurricular and personal enrichment classes do not qualify for paid time.

Prepared by: Administration

Approved by S. Martinez

Date 11/22/23