

LIMITED EMPLOYEE EDUCATIONAL ASSISTANCE
SECTION IV.D.1.(d). – NOTICE AND COMMENT

The Board of Trustees revised Section IV.D.1.(d). of the Lone Star College Policy Manual on **February 1, 2018**. The notice and comment period for the policy was open to the public from **September 5, 2017**, to **October 5, 2017**. The procedures were last updated on **February 1, 2018**. The notice and comment period for the procedures was open to the public from **October 24, 2017**, to **November 23, 2017**. The policy and procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. Commenters could anonymously submit comments to LSC-PolicyFeedback@lonestar.edu and LSC-ProcedureFeedback@lonestar.edu. We received a total of ten responses, some containing comments on multiple subjects. We have responded to their comments based on the posted Policy and Procedures.

Comment 1: Commenters requested clarification on this Procedure’s scope as regards other educational assistance programs.

Response 1: We added language clarifying that these Procedures apply to tuition exemption of certain College courses. These Procedures do not govern Chancellor Scholarships or reimbursement of non-College courses.

Comment 2: Commenters asked whether, in practice, Adjunct Faculty would wait longer than other employees to become eligible.

Response 2: Yes, in practice, Adjunct Faculty eligibility requires a longer vesting period. This accounts for Adjunct Faculty schedule variations.

Comment 3: Commenters asked whether the Office of Human Resources has discretion in how it interprets continuous employment to account for pay cycle variations.

Response 3: Yes, the Office of Human resources may account for pay cycle variations when it reviews employee eligibility.

Comment 4: Commenters asked for the rationale regarding the differences in eligibility requirements between Adjunct Faculty and other part-time employees.

Response 4: Please see Response 2. The College must account for schedule variations when expending funds to ensure equitable vesting.

Comment 5: Commenters asked whether other skills instructors may become eligible in the future.

Response 5: The College will review how this program is implemented and will make such determinations once it has more information.