

Tuition Waiver Policy Analysis for Part-Time Professionals

Current CCC Professionals Contract:

Definitions

- The term "full-time employees" refers to those employees expected to work 37.5 hours per week.
- The term "part-time employees" refers to those employees scheduled to work less than 37.5 hours per week.*

Full-Time

- The Board shall waive the cost of tuition for courses taken by employees, or their dependents in the City Colleges of Chicago.

Part-Time

- After one year from date of hire, a part-time professional employee who is regularly scheduled to work 15 hours or more per week shall be eligible to receive a tuition waiver of one *credit* course per semester/term offered by the City Colleges of Chicago. Part-Time employees shall be eligible to enroll in an additional course up to a maximum of two (2) on the Friday before the first day of class, if space is available.

* Some departments set lower limits, such as 29 hours/week.

Summary of Peer College Policies (see table below)

- Most of the Illinois community colleges reviewed don't have a minimum weekly hour requirement. Those with minimums are paired with more generous waivers/benefits.
- Waivers often extend to spouses and dependents
- Minimum grade requirements (C or better) to ensure accountability
- Greater flexibility (e.g., unlimited accumulation, fee waivers, etc.)

* Oakton CC has different definitions for part-time employees (25–40 hrs/week or at least 1,300 hrs/year) and 20-hour employees (≥ 20 hrs/week or at least 1,000 hrs/year).

Suggested Revisions

- Clarify the meaning of "regularly scheduled" to avoid excluding employees with fluctuating workloads by semester.
- Remove the fixed 15-hour minimum or replace it with a cumulative, prorated system,* ensuring all active part-time professionals have equitable access to tuition waivers.
- Require a minimum grade of C or better to ensure that waived courses are successfully completed and counted toward FTE.
- Consider extending tuition waivers to spouses and dependents, as peer colleges do.

* Example from peer college (Elgin CC): Part-time employees earn tuition reimbursement based on actual hours worked (0.0204 credit hours per hour), with a yearly accumulation limit of 30 credit hours. Unused credits roll over each year with no lifetime cap, but are forfeited upon termination.

Benefits of Revisions

1. **Staff retention and morale:** More inclusive tuition waivers make part-time positions more attractive, help retain quality staff, and encourage professional development.
2. **Boosts enrollment:** Expanded eligibility could modestly increase FTE counts and state funding indirectly.
3. **More equity:** Ensure all active part-time professionals have fair and consistent access to tuition waivers.
4. **Limited fiscal impact:** No cash payouts required; per-person tuition value and expected participation are likely small relative to total revenue.

Table 1: Peer College Policies

Based on publicly available contracts (hyperlinked)

College	Employee Category	Eligibility	Credits / Waivers	Notes
<u>CCC</u>	Part-Time Professionals	15+ hrs/week (“regularly scheduled”)	1 course per semester (2 if space allows)	–
<u>Elgin CC</u>	Part-Time Support Staff	Not specified	Up to 30 credit hrs/year (prorated)	Unlimited accumulation; spouse & dependents (25) eligible
<u>Lincoln Land CC</u>	Part-Time Professional	Employment by the start/ completion	No limit specified	Spouse & dependent children (22) eligible; certain retired/permanently disabled employees eligible; grade C or better
<u>Oakton CC</u>	20-Hour Employee	20 hours/week	18 credits/ year	Fee waiver (\$130 cap/year)
<u>Oakton CC</u>	Part-Time Employee	25 hours/week	24 credits/ year	Fee waiver (\$160 cap/year)
<u>Joliet Junior College</u>	Part-Time Technical Office Support Staff	Not specified	2 academic credited courses/ semester	Spouses & dependents (26) eligible
<u>Illinois Eastern CC</u>	Part-Time Non-Faculty	10+ hours (in the same semester tuition is sought)	No limit specified	Spouse & child (24) eligible; fees waived for employer-approved and IECC courses

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<u>Lincoln Land CC</u>	Part-Time Professional	Employment by the start/ completion	No limit specified	Spouse & dependent children (22) eligible; certain retired/permanently disabled employees eligible; grade C or better
<u>Illinois Central College</u>	Part-Time Hourly Staff (non bargaining)	Not specified	2 credit courses (up to 6 ECH) per semester	Dependents eligible; eligible for tuition waiver the semester following the hire date