



FLORIDA STATE
UNIVERSITY

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MEMORANDUM

TO: Facilities Employees

FROM: Dennis Bailey, Associate Vice President for Facilities

SUBJECT: Facilities Adult Basic Education Support Program

Facilities employees who wish to participate in the Adult Basic Education (ABE) Program, offered by the Office of Training and Organizational Development (TOD), are eligible to receive credit for time worked, and/or a monetary reward for receiving his/her High School Diploma or General Equivalency Diploma (GED) from a State of Florida accredited program. Any questions regarding this program or the process for receiving approval should be directed to the Facilities Human Resources Office at 644-0429.

Program Eligibility and Rules

1. This program only applies to the ABE program offered by TOD. Approval for other courses offered by TOD should be requested in accordance with FSU Policy OP-C-7-F1.A Training and Organizational Development.
2. The employee must currently be in a position that does not require a HS Diploma or GED as part of the minimum requirements.
3. The employee must be in a full time (1.0 FTE) salary status, have successfully completed his/her probationary period, and received supervisory approval to participate.
4. The employee must complete the Facilities ABE Support Program Registration form authorizing the Facilities Human Resources Service Center and his/her immediate supervisor to receive periodic updates regarding his/her attendance and progress in the ABE Program.
5. An employee who is not meeting attendance standards and/or established progress standards as determined by the instructor may have his/her eligibility in the program revoked.
6. Hours spent attending ABE classes will be considered time worked up to a maximum of three hours per week for a period not to exceed two years. Employees attending classes outside their normal work schedule will receive an adjustment to their work schedule up to a maximum of three hours per week for a period not to exceed two years. Time spent in private tutoring outside of official class time will not be considered time worked.
7. Employees continuing to participate in the ABE Program for more than two years may be authorized to use their annual leave or authorized leave without pay with supervisory approval to cover additional class time, or employees may coordinate

directly with Leon County Schools Adult and Community Education to continue their education.

8. Full time, regular status employees who successfully obtain their HS Diploma or GED from a State of Florida accredited program will be eligible to receive a one-time bonus in the amount of \$1,000.00 after providing valid documentation.

Procedures

1. Receive supervisory approval to participate and complete the Facilities ABE Support Program Registration Form and return it to the Facilities Human Resources Service Center located in 103 Mendenhall Building A.
2. Contact the Office of Training and Organizational Development at 644-8724 for specific details on class enrollment procedures and class schedules.
3. Upon obtaining their HS Diploma or GED, employees should contact the Facilities Human Resource Service Center to process the one-time bonus.