Texas State encourages access to the education and job training necessary for career advancement and lifelong learning. Therefore, attainment of a General Educational Development (GED) Certificate by any full-time regular employee is encouraged through support offered through this program. The GED Certificate is obtained after passing four subtests including:

* Language Arts—Reading
* Mathematics
* Science
* Social Studies

**Process Registration and Assessment**

Occur during two separate days at the beginning of each month at the San Marcos Public Library (SMPL) offered through Community Action, Inc., of Central Texas.

1. The employee will receive permission to be dismissed from work by their supervisor for the two sessions of approximately three hours each required for registration and assessment if this occurs during the employee’s normal work hours. The employee will submit to their supervisor the Release Time and Reimbursement for GED Attainment Form.
2. The employee attends the two partial days, and their attendance is communicated to Human Resources/Professional Development (HR/PD) by the SMPL Coordinator. Time away from work during the employee’s normal working hours is paid time off and must be recorded as class release time in SAP.

The first partial day is for registration and orientation to the program. On the second partial day, **Assessment** (pretesting) for approximately three hours will occur to ascertain each individual’s level of competency in each of the four areas listed above. Based on the assessment results, the following will occur:

1. The employee may be able to take some tests immediately.
2. The employee will be assigned to groups based on their skill level with instructor assistance and will progress on their own time schedule. Time spent in study sessions will be counted as employee’s personal time if during normal working hours.

**Procedure after Assessment**

1. Employee may take each course test as determined based on the initial assessment and in consultation with the Coordinator. Taking all tests at once would result in a testing time of seven hours.
2. There is no timeframe for completion of the GED Certificate.

**Procedure for Test Reimbursement and Certificate Completion**

1. Once the employee has passed each course, they will be reimbursed for the test fee. Retaking any test has a reduced test fee of half, but employees will only be reimbursed for the full amount once. As each course is passed, official verification should be provided to HR/PD to process reimbursement.
2. Once HR/PD has received documentation that all four tests have been passed, processing will begin for the employee to receive a one-time $500 payment to assist with costs involved in travel for study as well as testing. This $500 payment is taxable income and will be processed on a PCR through the SAP HR/Payroll system. The employee must be employed in a regular full-time capacity at the time of GED Certificate attainment in order to receive this payment.

This form is to be completed by all staff entering the GED Certificate attainment process. See [UPPS 04.04.35 Professional Development and Educational Opportunities](http://policies.txstate.edu/university-policies/04-04-35.html) for details.

**Section 1: Employee and Enrollment Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | | | | | |
| Texas State ID #: | | |  | | |  | Email: | |  | | | |
| Job Title: | |  | |  | Dept: | | |  | |  | Division: |  |

I am seeking paid time off for work release not to exceed policy limits of three hours for each of two days.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Employee (Print) |  | Employee (Signature) |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Department Head (Print) |  | Department Head (Signature) |  | Date |

***Prior to registration and assessment, consult with Professional Development in HR for important reimbursement information.*** ***Email*** [***hr\_odc@txstate.edu***](mailto:hr_odc@txstate.edu) ***or call 5.7899.***

|  |  |  |  |
| --- | --- | --- | --- |
| Dates for registration and assessment: |  | and |  |

**Section 2: HR Verification of Successful Course Completion**

|  |  |  |
| --- | --- | --- |
|  | **Date Completed** | **ENPO Processed** |
| Language Arts—Reading |  |  |
| Mathematics |  |  |
| Science |  |  |
| Social Studies |  |  |

Staff will be reimbursed for the cost of the test when that course is successfully completed. Staff will submit a copy of the completion document to HR/PD ([*hr\_odc@txstate.edu*](mailto:professionaldev@txstate.edu)***,*** JCK 460A).

When all four tests have been successfully completed, HR/PD will process a $500 payment to the employee.