I. JUSTIFICATION.

The establishment of the following criteria Intends to norm the authorization of granting of scholarships to the institution´s workers who wish to study any of the academic programs that CETYS offers, without neglecting their responsibility at work.

A form of establishing a mechanism is sought, one that procures the fair and equitative distribution of time, which will promote personal and professional development among the workers, while assuring that the jobs and responsibilities they have to perform as part of the commitment at work are not neglected or damaged.

This leads us to propose a series of guidelines for granting the authorizations here mentioned, which will be granted to those who fulfill with the following criteria:

C R I T E R I A

1. An "***Academic Program"*** is understood as those programs included in the following school levels: High School, College, Graduate Studies and English courses at the English Language Center.

2. All tenure workers will be entitled to requesting authorization to study any of the academic programs; in the case of the teaching area, full time and part time instructors respecting the support percentages established for that.

3. The worker who wishes to study any academic program who requires time availability within their daily schedule must request authorization from the immediate headperson.

4. All workers at the Institution that are possible candidates to request this type of authorization, will be entitled to taking up to three (3) hours a week within their daily schedule for studying, previously authorized by the immediate headperson.

5. The Directors of Areas, Colleges and Schools, as well as Heads of Departments, can grant authorization to study within their working schedule, with their commitment and responsibility.

In order to do so, the fact that workers will preferably choose a program that has direct relation with his job will be taken as a base. With this focus, we seek to fulfill the purpose of improving the worker´s capability and work skills in this Institution, as well as their personal and professional development.

6. Permits must be renewed each time the worker begins a new period or study cycle, as long as the following conditions are fulfilled:
    a. The worker will pass all courses he was registered in.

b. He will have fulfilled with the commitments, tasks, and responsibilities the job requires, as well as those particular activities the headperson has entrusted him.
c. The work area he belongs to has time availability to renew the permit.
d. The immediate headperson must agree in authorizing again the requested permit.

In order to fulfill with the previous dispositions, the following is established:

M E C H A N I S M

1) The worker who wishes to request the ***"Authorization to study within the work schedule"*** must write a memo to the immediate headperson, with a copy to the Department of Human Resources, where the request is stated. Such request must contain the following information:
2)
    a. Name of the selected program to be coursed.
    b. Name of the course or courses he wishes to register to.
    c. Length of the course he wishes to study.
    d. Schedule of each of the courses he wishes to register to.
    e. Additional time of study required for each course he wishes to register to.

3) The immediate headperson will respond the worker´s memo in writing, providing the response of his decision; such answer will be directed to the worker and a copy must be sent to the Department of Human Resources. In case the permission is denied, the reasons for having denied such permit shall be explained.

4) Once the permission has been authorized by the worker´s immediate headperson, the worker will go to the Department of Human Resources to request the scholarship.

5) No study scholarship will be granted without the corresponding authorization.

6) In the case the worker studies an academic program outside the working schedule, the same process must be done, except that he will only require the headperson´s acknowledgment signature.

A U T H O R I Z A T I O N A N D V A L I D I T Y

These guidelines will enter into force from January 15, 1996 and will be valid as long as a modification is not required by the Unit´s General Director.

On January fifteen nineteen ninety six, in the city of Mexicali, state of Baja California.

Department of Human Resources