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Tuition Reimbursement Policy

CONTINUING EDUCATION

The Company, at management's discretion, reimburses for related expenses for degree programs. Our feeling is that a well-rounded education, even outside of the working environment, can enhance an employee's skill base and make them more valuable to the organization. Determination of reimbursement is based on:

Criteria

- Degree sought (generally, there is a greater likelihood of reimbursement for bachelor's level degrees).
- Potential of continued employment with the organization.
- Length of service with the Company (minimum of one consecutive year not on probationary status).
- Applicability of the degree to the job and/or future positions in the organization.
- Statement from the candidate regarding purpose, intentions and personal commitment.

If reimbursement is approved for a degree program, the following criteria apply:

- Classes can be taken at a community college or state college. Private colleges and universities require cost sharing with the employee.
- With cost sharing, an online university may be an appropriate venue.
- Employees must meet the residency requirement for in-state tuition. Employees not meeting in-state residency requirements will receive tuition equal to that of in-state fees.
- Course work must meet requirements for an associate, bachelor's or master's degree.
- Completion of course must be verified with a grade of "C" or better.
- Employment must be for a minimum of one consecutive year and not on probationary status.

- Classes should be scheduled as is feasible to not interfere with normally scheduled working hours.

The degree candidate must assume some financial responsibility. The Company will reimburse:

- Up to 80% of tuition and/or registration fees
- 100% of books and supplies
- 100% of parking
- 100% of lab fees
- Time off with pay, if necessary, will be given for registration, finals scheduled during working hours and one advisor meeting per term per class.

PROFESSIONAL TRAINING AND DEVELOPMENT

Periodically, it is necessary for individual employees or groups of employees to take job-related training courses that are not part of a degree program. This can enhance an employee's value to the company, keep them up-to-date on the latest trends and technologies and knowledge, and offer a great chance to interact with peers.