

SOUTHWORTH-MILTON, INC.
CORPORATE POLICY
EMPLOYEE EDUCATION EXPENSE ASSISTANCE

I. PURPOSE

To state the company's position on providing financial assistance to employees for their education development.

II. EFFECTIVE DATE: August 25, 1993

III. INTENT

- A. To assist employees with educational opportunities which will produce changes in on-the-job behavior, leading to improved performance or productivity.
- B. In providing educational assistance funds to employees the company does not mean to imply, in any way, that based solely on completion of an approved course(s), the employee's earnings and/or advancement potential are more favorable.

IV. SCOPE

This policy applies to all full-time employees with at least twelve months of continuous employment. Temporary employees are excluded.

V. ELIGIBILITY

- A. Courses must be directly related to the employee's current position or must directly enhance potential for advancement to a position which the employee has a reasonable expectation of achieving.
- B. The applicant must be satisfactorily performing the duties and responsibilities associated with their current job.
- C. No commitment will be made by the company to participate in the cost of all courses necessary to obtain a degree. Each course must be applied for separately, and each shall be evaluated on its individual merits in accordance with the requirements of this policy.
- D. This policy will apply to a maximum of two courses per semester.

VI. EMPLOYEE/APPLICANT'S RESPONSIBILITIES

- A. Completion of the Education Expense Assistance Application which should be obtained from their immediate supervisor. The completed application should be submitted to the employee's immediate supervisor prior to registration for the course(s) being applied for.
- B. Following completion of the approved course(s), the employee should submit receipts for their course-related expenses, evidence of their completion of the course(s) and grade to their immediate supervisor. This should occur within thirty days of the course completion.

VII. SUPERVISOR'S RESPONSIBILITIES

- A. To insure that the application complies with the Intent, Scope and Eligibility requirements of this policy.
- B. If the application is approved by the supervisor, seeing that the application is forwarded to other managers for their approval and signature, as required on the application form.
- C. Distribution of the completed application form as displayed on the form.
- D. Submitting a request for employee reimbursement to Accounts Payable following receipt of the required documentation from the employee.

VIII. REIMBURSEMENT: EMPLOYEE-INITIATED REQUESTS

- A. The company's participation will cover the following related expenses:
 - 1. Tuition
 - 2. Textbooks
 - 3. Registration fees

- B. The company's participation will be 50% of total related expenses.
- C. If the applicant obtains educational financing aid from any other source towards the courses appearing on their application for assistance to the company (i.e. Veteran's Benefits, grants or scholarships of any kind), the company's reimbursement will be based on the total related expenses net of financial aid from other sources.
- D. Company participation is contingent upon satisfactory completion of the course(s). Satisfactory completion is defined as a Grade "C" (or equivalent), or better.
However, if the employee is terminated by the company for reasons such as a reduction in work-force, or is transferred to another company location, before the course(s) is completed, the company will satisfy its reimbursement agreement with the employee.
- E. An employee who voluntarily leaves the company or who is terminated for cause, prior to completing the course(s), will not be reimbursed for any related expenses.

IX. REIMBURSEMENT: COMPANY-INITIATED REQUESTS

The company may request an employee to enroll in a specific course(s) in order to improve their on-the-job skills. The following conditions will prevail under these circumstances:

- A. The company's participation will cover 100% of the following related expenses:
 - 1. Tuition
 - 2. Textbooks
 - 3. Registration fees
- B. The company will reimburse the employee for all related expenses, as they are incurred, or make payment directly to the school or institution. The employee is responsible for providing a receipt(s) or an invoice(s) for their expenses to their supervisor to initiate reimbursement or direct payment.

By: _____

Date: _____

EMPLOYEE EDUCATION EXPENSE ASSISTANCE APPLICATION

EMPLOYEE NAME: _____ STORE: _____ DEPARTMENT: _____

SCHOOL OR INSTITUTION: _____

COURSE TITLE		TUITION	BOOKS	FEES	TOTAL		START DATE	COMPLETION DATE

Will you receive Veteran's benefits or any other form of financial aid towards the above course(s)?

☐ NO ☐ YES If yes, how much? \$ _____

Reason(s) for taking courses: _____

Request for assistance initiated by: ☐ Employee ☐ Employee's manager or supervisor

I have read the company's policy regarding Employee Education Assistance and understand that approval of this application and any subsequent reimbursement from the company for my expenses to the above course(s) are subject to its terms and conditions.

Employee Signature

Date

Approved By:

Immediate Supervisor

Date

Department Manager

Date

Senior Manager

Date

Distribution of completed application: Original to Personnel file
Photocopy to immediate supervisor
Photocopy to applicant