

EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 233

SUBJECT: EMPLOYEE EDUCATION POLICY

OBJECTIVE: The objective of this policy is to set forth policy that will encourage and support the education of Cooperative employees.

POLICY:

A. Employee Education Policy for all non-union employees

1. General Guidelines:

Educational Assistance is available to all permanent full-time employees of the Cooperative when, in the opinion of the Management team, such assistance will lead to improved performance of the employee's current job responsibilities, enhance the employee's professional effectiveness, and/or lead to an accredited degree relative to the employee's current position, or one they could reasonably aspire to within the Cooperative. Eligible employees may be reimbursed for, (1) tuition, (2) enrollment & other mandatory fees, and (3) books, consistent with the following procedure:

- a) Requests for educational assistance must be submitted, in writing, from an employee to their direct supervisor. All submittals for educational assistance shall be collected by the department managers and reviewed for accuracy in accordance with this policy.
- b) Each department manager shall submit approved requests for educational assistance as part of their annual budgets. The General Manager reserves the right to limit the number of company-sponsored classes per employee per semester.
- c) Documented unsatisfactory job performance during any enrollment period may render the employee ineligible for educational assistance.
- d) The proposed course of study should be taken from an accredited public institution. Employees are encouraged to favor institutions with a local or regional physical presence such as a vocational/local trade school, junior college, or university over those offering only online or satellite classes. Job-related courses that are not part of a degree program may also qualify as part of the Cooperative Educational Assistance program; such courses shall be reviewed and approved by the Department Manager and the General Manger prior to enrollment.
- e) Class attendance and completion of class assignments must be completed outside of normal working hours, without any detriment to the employee's performance of his/her job responsibilities. In exceptional circumstances, the General Manager (or designee) may give approval for a course that is only available during working hours. Consideration of the needs of the Cooperative will always be given the upmost priority in such a decision.
- f) Upon submission to his/her Department Manager of an official transcript demonstrating the employee's successful completion of the course, along with proof of payment, the Cooperative will reimburse the employee for all eligible tuition, book, and fee expense in accordance with the following schedule:
 - a. Course Grade A, B, C or equal – 100% reimbursement

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- b. Course Grade D or lower – 0% reimbursement
 - c. Courses taken as Pass/Fail (no letter grade awarded) shall be reimbursed at 75% Pass and 0% Fail.
- g) If an employee is receiving tuition assistance such as financial aid, then they are not eligible for duplicate reimbursement from the Cooperative program.
- h) Education benefits paid by the Cooperative may be taxable and shall be governed by local, state, and federal tax laws.
- i) The General Manager is authorized to pre-pay for education assistance if he/she deems it is in the best interest of the Cooperative. If education expenses are pre-paid and the employee does not complete the course or fails to acquire the average grade, the employee shall reimburse the Cooperative.
- j) Textbooks purchased by the Cooperative shall remain property of the Cooperative upon completion of the course unless specified by the General Manager otherwise.
- k) Travel expenses incurred in getting to and from class will be borne by employee.

2. Service Obligations to the Cooperative:

Employees shall be required to sign an agreement providing repayment to the Cooperative for all or portions of educational reimbursement received if the employee leaves the employment of the Cooperative for any reason within four (4) years of completing course work. Cooperative reserves the right to withhold from an employee's final pay any uncollected funds due to the Cooperative for education reimbursement. Amounts refunded to the Cooperative shall be consistent with the following schedule:

- a) Employee Separation less than 24 months from end of course – 100% reimbursement to Cooperative
- b) Employee Separation 24-36 months from end of course – 50% reimbursement to Cooperative
- c) Employee Separation 36-48 months from end of course – 25% reimbursement to Cooperative

B. Employee Education Policy for all union employees

All union employees are required to comply with any additional requirements as stated in any bargaining unit agreement with IBEW or by amendment or side agreements that are agreed upon.

C. Responsibility

The Executive Vice-President/General Manager shall be responsible for the administration of this policy through his/her department managers.

Adopted: 5/30/2023

Attested: Randall Campbell, Secretary