



## **Inline Electric Supply Company – Educational Assistance Programs**

Inline Electric Supply Company supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers at Inline. In keeping with this philosophy, Inline Electric has established a reimbursement program for expenses incurred through approved institutions of learning.

### **POLICY**

This policy covers tuition reimbursement for currently enrolled employees and post-graduate employees seeking assistance towards student loan debt. Employees may not receive both assistance programs within the same calendar year. The maximum amount of reimbursement or assistance an employee can earn is \$5,000.00 per calendar year.

To qualify for participation in either of these Educational Assistance Programs, an employee:

1. Must work full-time.
2. Has completed at least one year of employment.
3. Must be in good standing, having not received a written disciplinary action or suspension without pay in the last six months.

### **For Employees Currently Enrolled in Continuing Education**

Inline Electric Supply Company will reimburse up to a maximum of \$5,000.00 per calendar year incurred by an employee for continuing education through an accredited program that offers growth in an area related to his or her current position or might lead to promotional opportunities. This education may include college credit courses, both undergraduate and master's degree programs, continuing education unit courses, seminars, and certification course work and testing.

The employee must score a passing grade of "B" or its equivalent or obtain the certification completion to receive any reimbursement. All expenses must be documented and validated by receipts and a copy of the final grade transcript or certification hours completed.

### **PROCEDURES**

1. Employee will complete the Educational Reimbursement Application and attach a copy of course/program registration and a detailed breakdown of the associated costs. This application should be submitted to their manager for review and approval. Approved application will be forwarded to the HR Department.

2. After the course/program is completed, employee will provide HR documentation of supporting evidence for the passing grade or certification from the educational institution. 3. The HR Department will then coordinate the reimbursement with the payroll department not to exceed \$5,000.00 per calendar year.
4. After any educational assistance reimbursement to an employee from Inline Electric, the employee must complete one full year of full-time service to Inline Electric Supply Company, or refund on a prorated basis, the equivalent ratio of the reimbursement amount to the incomplete term of service.
  - a. Example: If the employee only completes 50% of the full year of service commitment after receiving the educational reimbursement, 50% of the paid reimbursement amount would be deemed payable to Inline Electric Supply Company immediately.

### For Post-Graduate Employees for Qualifying Assistance Towards Student Loan Debt

Inline Electric will provide for employees meeting the qualifications for participation in an assistance program, a reimbursement for recent college graduates to cover substantiated student loan debt for an associate degree, an undergraduate degree, or a master's degrees that was completed within the last two years from the start date at Inline Electric that is within an approved field of study that is relevant to the employee's job.

### **PROCEDURES**

1. Employee will complete the Educational Reimbursement Application and attach documentation substantiating student loan debt, and proof of receiving a degree, and submit to their manager for review and approval. Approved applications will be forwarded to the HR Department.
2. The HR Department will then coordinate the reimbursement with the payroll department not to exceed \$5,000 per calendar year.
3. Employee may request a reimbursement for this program for five consecutive years for a total five-year maximum payout of \$25,000.
4. After any educational assistance reimbursement to an employee from Inline Electric, the employee must complete one full year of full-time service to Inline Electric Supply Company, or refund on a prorated basis, the equivalent ratio of the reimbursement amount to the incomplete term of service.
  - a. Example: If the employee only completes 50% of the full year of service commitment after receiving the educational reimbursement, 50% of the paid reimbursement amount would be deemed payable to Inline Electric Supply Company immediately.

# Application for Inline Electric Supply Company Educational Reimbursement Programs



## Contact Information:

Employee Name:

Date of Hire:

Address:

Branch:

## School/Program Information:

Name of School or Program:

School Address:

## Educational Level:

What level of Educational Course offering are you requesting reimbursement?

- |  |   |
|--|---|
| <input type="checkbox"/> Undergraduate classes | <input type="checkbox"/> Certification Course   |
| <input type="checkbox"/> Seminars / Workshops  | <input type="checkbox"/> Continuing Education Unit Classes                                |
| <input type="checkbox"/> Graduate Classes      | <input type="checkbox"/> Post Graduate Assistance ( <i>Skip to Reimbursement Amount</i> ) |

## Educational Course Interests:

What course or study are you interested in?

- Electrical
- Engineering
- Accounting
- Sales or Marketing
- IT
- Business (General Business, Management, Leadership etc.)
- MBA

Other: \_\_\_\_\_

**Semester/Program Information:**

Date Semester/Program Begins:

Date Semester/Program Ends:

**Course/Program Information: (Attach documentation showing your full course load)**

List Courses You are registered for:

Course Name	Course #	Credit Hours	Tuition Cost
1.			
2.			
3.			
4.			

**Reimbursement Amount Requested:**

Reimbursement Amount Requested: \_\_\_\_\_

Reimbursement Already Received This Year: \_\_\_\_\_

**Agreement and Signature:**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a candidate for educational reimbursement, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate disqualification for the Inline Electrical Supply Company Educational Reimbursement Programs.

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

**Our Policy**

It is the policy of Inline Electrical Supply Company to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Employee Manager's Signature: \_\_\_\_\_

HR Approval Signature: \_\_\_\_\_