

TUITION REIMBURSEMENT

Policy 4.1

PURPOSE

To financially assist employees in their pursuit of continuing education.

SCOPE

This policy applies to all full-time employees of Kerkstra Precast, Inc.

POLICY

In addition to employee training and development based on company goals and employee needs, Kerkstra Precast, Inc. recognizes the benefits derived from the continuing growth and development of its most valuable assets, its people. To assist employees with the cost of continuing education, the Company has developed an educational assistance program.

ELIGIBILITY

An employee must be a Regular, Full time employee who has successfully completed their orientation period.

EDUCATIONAL OPPORTUNITIES

College courses (degree or job specific), trade school or community education that is job related, graduate school or classes that will enhance an employee's knowledge and performance at Kerkstra Precast, Inc.

APPROVAL

Once an employee has selected a specific course or program that s/he wishes to participate in, the employee must receive company approval prior to registration. Approval must be obtained, using the Educational Assistance Enrollment/Reimbursement Form from the Human Resources Department. Enrollment and class registration is the responsibility of each employee. All classes must be taken outside of the normal scheduled work hours.

GUIDELINES

Reimbursement for Approved Continuing Education, reimbursed at 80% with a final grade of 80% or above. The employee is responsible for pursuit of all financial aid and scholarship resources available to them. All reimbursable course work will be taken through a local community college when available and a local public state university when necessary. Course work taken outside of these venues will be reimbursed at a rate equivalent to the public or community college cost for similar training and course work. Kerkstra Precast, Inc will not reimburse more than \$5,250 per Calendar year.

COURSE RESOURCES

Employees will be responsible for all necessary course resources/materials, e.g. books, calculators, pens, pencils, workbooks, software, etc. These items are not reimbursable by Kerkstra Precast, Inc.