1705: Educational Assistance

1700: Company Benefits · https://milo.masseyservices.com/docs/1705-educational-assistance/

Section: Benefits
Subject: Educational Assistance
Approved by: Jean Nowry
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Policy Owner: Director Human Resources

Policy

At Massey Services, we value and encourage continuous learning and professional development among our team members. Our Educational Assistance Policy is designed to support and empower individuals in their pursuit of both formal and informal education. Below are the key provisions.

Support for Required Training:

- Massey Services covers all fees for specific training, certifications, educational seminars, or related functions required by the Company.
  - In the event of unsatisfactory completion, retesting expenses fall on the team member.
  - Failure to complete these mandatory requirements necessitates full repayment of fees to the company.
  - The team member may be required to sign a Support for Required Training Agreement

Reimbursement for Voluntary Education:

- Upon completing six (6) months of full-time service, the Company may reimburse the team member for up to 50% of tuition/fees for college courses, training seminars, or related functions of significant value to the Company. Prior approval from a COO, CFO, SVP, EVP, or the President is required.
- Proof of attendance and successful completion must be provided to the Benefits Department

Approval Process:

- Team members seeking reimbursement must submit a request letter to their General Manager or appropriate Department Manager outlining:
  - The chosen course of study or seminar, including details of required coursework.
  - The expected outcome upon completion (e.g., Bachelor's Degree or Certification).
  - How this education will be applied to benefit Massey Services.
- The team member is to supply information regarding the school or program they are attending.
- The request and supporting documentation will be routed through management to the Benefits Manager for approval.
- After approval, a confirmation memo will be sent to the team member from the Benefits Department, which will include the Education Assistance Agreement that needs to be filled out and returned.

No further approval is required if there's no change in the course of study or the educational institution. However, in case of any alterations, a new letter detailing the new course and its relevance to the Company must be submitted to the Benefits Department.

Agreement and Reimbursement Terms:

- Approved team members must sign a Voluntary Education Assistance Agreement
  - Reimbursement is contingent upon remaining employed with Massey Services for one year (bachelor’s degree or certification) or two years (master’s degree) after receiving the final reimbursement.
  - Any fees paid by grant or scholarship are not eligible for reimbursement.
- Approved team members are required to submit to the Benefits Department satisfactory transcripts of grades or proof of completion at the conclusion of each semester, educational term, or upon receipt of the certification.
- Team member acknowledges the confidentiality of any company-related information obtained during the educational program and agrees to protect such information.

Reimbursement Standards:

- Reimbursement will be determined based on market standards for similar educational programs, ensuring fairness and consistency.
- The Company may reimburse up to 50% of the standard fee for the program attended.

This policy aims to create a supportive environment that fosters ongoing learning and growth for our team members while ensuring alignment with the Company's objectives. We believe that investing in our team members' education is a mutual commitment to success.

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