



TUITION REIMBURSEMENT POLICY

Because we value the professional and personal development of our employees, Bongarde has adopted the following policy pertaining to reimbursement for certain educational expenses.

ELIGIBILITY

Under this policy, educational assistance is provided to:

- All full-time employees;
- Who have worked here for six months without interruption before enrolling in a course/courses that are included in a degree program;
- And who are on the payroll upon completion of the course.

However, educational assistance will not or will no longer be provided to any qualified employee who:

- Has received a formal warning within three months prior to seeking approval; or
- Has received a received a formal warning at any time after approval has been granted and before the course is completed.

REIMBURSEMENT REQUIREMENTS

Employees who want to take advantage of this program must make a formal request for educational assistance by completing applicable paperwork provided by the Human Resources Department. This must be done before starting any coursework for which he or she wants to be reimbursed.

The appropriate manager/supervisor/department head must authorize any reimbursement, and reimbursement is only permitted for approved degree programs. Reimbursement is also contingent upon the successful completion of the approved course/courses.

Date

Thursday, August 18, 2022

Contact Us

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info@Bongarde.com

USA

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CAD

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Penticton, BC V2A 4W6

Employees must complete any approved coursework on their own time. If that is not possible, accommodations may be made (in our sole discretion), as long as there is no substantial disruption in the routine operations of the employing department.

APPROVED DEGREE PROGRAMS/COURSEWORK

Approved degree programs and coursework are defined as: Certificate, Associates, Bachelors and Master's degree programs that are business or job related.

Reimbursement will be provided for any required or elective course that is related to an employee's work; or that leads to a business-related or job-related degree. Within this context, the company reserves the exclusive right to decide whether a degree program or course is business or job related.

REIMBURSEMENT AMOUNT

The company will provide reimbursement for half of the tuition, including required course fees, for all passing grades up to a maximum of \$1000 per year.

For the purposes of this policy, a passing grade is defined as an "A," "B," or "C" for undergraduate classes, and at least a "B" for graduate classes. If the course is a "Pass/Fail," a "Pass" is acceptable.

For the purposes of this policy, the company will also recognize the numerical equivalents of a letter grade may be accepted instead of a letter grade.

The company will not provide any reimbursement if an employee withdraws from an approved course or if the approved course is canceled. Furthermore, the employee must promptly inform the appropriate manager/supervisor/department head and Human Resources if they withdraw from an approved course or if the course is canceled.

APPLICATION FOR APPROVAL

Employees must have documented approval by their direct manager to be eligible for any reimbursements.

HOW TO REQUEST REIMBURSEMENT

Upon successful completion of an approved course, the employee should provide an official transcript of grades received and proof of payment to the HR Department.

PROFESSIONAL TRAINING AND DEVELOPMENT

From time to time, it may be necessary for one or more employees to take work-related training courses that are separate from a degree program. Because this benefits both the employee/employees and the company, the company will provide reimbursement for certain expenses as set forth below.

Eligibility:

- The recipient(s) must work at the company.
- Training may occur any time, even during the probationary period.
- The employee(s) must have prior written approval from their supervisor/manager/department head.
- The employee(s) must be required to attend classes and seminars paid for by the company.

Reimbursement will be provide for:

- Any tuition and/or applicable registration fees.
- Books and supplies.
- Parking.
- Any applicable travel mileage.