



Professional Development Policy

1 PURPOSE

VSolvit encourages employees to enhance their knowledge, skills, and professional networking, increasing the employees' ability to better support the customers and grow individually. VSolvit recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. In support of these objectives, the purpose of this policy is to define company parameters for reimbursing eligible employees for Professional Development expenses.

2 POLICY

2.1 Definitions

Career Advancement Professional Development: Training or certification that is optional and requested by the employee for their personal development or career advancement.

VSolvit Mandated Professional Certification Training: Training or certification that VSolvit or VSolvit's projects require. This type of training may be listed on an employee's offer letter as a requirement, or it may arise as a result of changing circumstances later in employment.

Professional Development Expense: Expense for an external and job-related training, workshop, seminar, conference, education, professional certification, or professional membership.

Eligible Employee: Full-time, active employees of the company who have completed five (5) consecutive months of full-time service, and who show performance is in good standing are eligible to participate in career advancement professional development. Full-time, active employees of the company who are required by their assigned contract to obtain a professional certification for continued employment on the contract are eligible to participate in VSolvit-mandated professional certification training with no tenure prerequisite.

Job-Related: Must pertain to the employee's current position, to be determined by Executive Management.

Rolling Calendar Year: The 12 calendar months rolling forward from the date of the training or membership.

2.2 General

Professional Development reimbursements may be requested by full-time employees who are active employees of the company, who have completed five (5) consecutive months of full-time service, and whose job performance is in good standing. VSolvit will reimburse an eligible employee up to \$3,000 per rolling calendar year for job-related Professional Development expenses.

Each request is subject to approval, through a request submitted to the chain of command, by Executive Management. Executive Management will review all requests, determine priorities, and approve or disapprove requests based on the company's annual Professional Development budget, business need, and contract requirements. All requests received will be acted on and managers advised accordingly. VSolvit reserves the right to determine which Professional Development expenses are considered job-related.

Upon completion of the Professional Development opportunity, the employee must submit an *Expense Report* that includes the certificate of completion and original receipts for the approved amount.

If there is an existing or new requirement with the client/contract, this requirement will fall under the definition of *VSolvit Mandated Professional Certification Training*. VSolvit will offer the training benefit to



those employees who are impacted by the requirement, with no tenure prerequisite, provided their performance is in good standing.

2.3 Training, Workshops, Seminars & Conferences

Eligible employees may be reimbursed for training, workshops, seminars, and conferences. If scheduled during work hours, the employee's request for attendance should be sent at least one month in advance of the event (or as soon as possible with advance notice). If the training is not local, travel expenses may be requested, but are subject to approval by Executive Management.

2.4 Education

Eligible employees may be reimbursed for coursework taken from an accredited school (junior college, college, trade school, or university). Courses must be outside of regularly scheduled work hours and the employee must complete the course with a passing grade (B or above) to remain qualified for reimbursement. Studying in support of the courses must also be completed outside of one's work day and is not billable to VSolvit. Upon completion of the course, the employee must provide the company with an official report card showing proof of a passing grade or better. Travel expenses are not reimbursable.

2.5 Professional Certifications

Eligible employees may be reimbursed for professional certifications, including required exams. Exam prep courses may be requested and are subject to approval, through a request submitted to the chain of command, by Executive Management. For work scheduling purposes, the employee's request for attendance should be sent at least one month in advance of the event (or as soon as possible with advance notice). Should the employee require multiple attempts for the exam or certification, the additional expenses will be incurred by the employee directly and will not be eligible for reimbursement by the Company.

2.5.1 VSolvit Mandated Professional Certification Training

Employees required by their assigned contract to obtain a professional certification for continued employment on the contract will work with the Training Department to set up the applicable training. Any additional study time, outside of the course itself, should be completed on their own time. Should the employee require multiple attempts for the exam or certification, the additional expenses will be incurred by the employee directly and will not be eligible for reimbursement by the Company. Refer to the *VSolvit Exam Retake Policy* for more information.

2.6 Professional Memberships

Eligible employees may be reimbursed for the fees to join one professional association. The employee may join multiple professional associations, however only one membership is eligible for reimbursement.

2.7 Professional Tools

The purchase of a software tool, hardware device, or cloud-subscribed service that directly supports professional training, exploration, and career development is eligible for reimbursement by the company for eligible employees. Prior to approval, the request tool must be reviewed and verified as value-added by VSolvit's Lead Technologists.

2.8 Employee Reimbursement Schedule to Company

If the employee's employment at VSolvit terminates voluntarily within ninety (90) days of the Professional Development expense, the employee will be required to reimburse the company for 100% of the Professional Development expense. Should the contract that an employee is assigned to terminate and the employee's role is adversely impacted, there will be no reimbursement schedule for expenses provided on your behalf by VSolvit.

3 PROCEDURE



4 FORMS/DOCUMENTS

Professional Development Reimbursement Guide (Google Drive)

Professional Development Request Form (Google Drive)

Expense Report (JAMIS)

VSolvit Certification Exam Policy (Google Drive)

(Google Drive: Main → VPAL → Benefits and Wellness → HR.01.16.FRM Professional Development Form)