

Outdoors & Security Educational Assistance Program

Educational Assistance Program Purpose

The Educational Assistance Program has been designed to provide a way for Outdoors & Security associates to enhance their educational background for today's jobs and tomorrow's opportunities and to assist in obtaining a degree that is designed to help them better perform their work.

Associate Eligibility

An associate should meet all the following guidelines in order to be eligible to participate in the program:

1. Be an active full-time associate for at least 1 year. Cannot be an intern, co-op, or temporary associate.
2. Have demonstrated a sustained level of high performance.
 - a. Cannot be on a performance improvement plan (PIP).
 - b. Attendance, behaviors, disciplinary history may be reviewed.
3. Have a position within the company whereby advanced education will help to improve the associate's job performance.
 - a. Completion of degree should enhance the associate's skills and prepare them for possible advancement within the organization.
4. An associate wishing to pursue a master's degree must occupy a salary exempt position at the time of application.

Acceptable Institutions / Course Eligibility

Courses must be taken at an accredited or recognized college, university, business school, trade school or other for-profit or non-profit educational institution that requires class attendance or a systematic plan of correspondence and must meet all of the following:

1. Part of a certification, apprenticeship preparation, associate, bachelor or graduate degree program.
2. Enhance or improve skills in current position or prepare associate for future assignments.
3. Clear link to business objectives and career path of the associate.
4. All classes must have stipulations for regular opportunity for interaction with fellow students and faculty. In the case of on-line classes and their equivalent, there must be a minimum requirement for chat-room interaction between both fellow students and professors.

Reimbursement for programs classified as "Executive Programs" are subject to review and approval by the Executive Committee. Requests must be submitted to Human Resources.

Requests for professional certification or single courses not leading to a degree are subject to review and approval by associate's manager. Reimbursements should be submitted through the Travel & Expense policy.

Application & Approval Process

The approval process includes:

1. All candidates must complete the Educational Assistance Application (annually) prior to the start of classes.

2. All candidates must be sponsored by their immediate manager. Sponsor is expected to gather input from appropriate functional leader relevant to participant's course of study.
3. All candidates must be approved each calendar year by the Educational Assistance Committee as follows:
 - a. Local Human Resource Manager, Plant/General Manager, appropriate Leadership Team Member.
 - b. All master's level programs must be approved in advance by the leadership team in addition to the Educational Assistance committee.
4. Candidates will be notified in writing by Human Resources of the status of the application within 30 days of receipt of the application.

Reimbursement of Funds

Reimbursements are limited to costs that are not paid or reimbursed by any public program -- federal, state, local, or by a fellowship or scholarship. The reimbursement percentage will be 50% of the eligible expenses. For example, if an associate incurs \$3,000 in reimbursable items, the company will reimburse \$1,500. Reimbursements will be forgiven three years after receipt of payment. A Pro-rated repayment will be required for any/all reimbursements if employment is ended for voluntary or involuntary reasons. Repayment will not be required if separation is a result of a reduction in force. The total program life-time reimbursement maximum is \$55,000.

For example, if an associate was reimbursed \$2,000 in 2019, that amount will be forgiven in whole on the anniversary of that payment in 2022.

Year	Reimbursed Amount July 1	Forgiven Amount July 1	Due if left the company after July 1
1	\$2,000	\$0	\$2,000
2	\$2,000	\$0	\$4,000
3	\$2,000	\$0	\$6,000
4	\$0	\$2,000	\$4,000
5	\$0	\$2,000	\$2,000
6	\$0	\$2,000	\$0

Eligible expenses include but are not limited to:

1. Tuition
2. Necessary books
3. Licensing exams, required for a certification (i.e. CPA, JD), upon passing
4. CLEP or other advanced placement exam fees
5. Required fees

Non-eligible expenses include but are not limited to:

1. Student activity fees
2. Vocational or "hobby" courses
3. Interest or late charges
4. Supplies
5. Travel expenses such as mileage, parking, and tolls

6. Self-improvement courses
7. Entrance Exam fees
8. Out-of-state fees
9. Non-required fees

The associate will be reimbursed when required documentation is submitted upon course completion. Reimbursement request must be submitted within 30 days of course completion.

Required Documentation

- Signed educational assistance promissory note (annually)
- Completed reimbursement request form (after each course)
- Documentation of grade received
- Payment of textbooks
- Payment/Invoice for tuition and fees

The associate must receive a passing grade. If grades are not given, the course must be satisfactorily completed. The following grades are considered as passing:

- Undergraduate level courses: Grade of "C" or better
- Graduate level courses: Grade of "B" or better

Reimbursement will be made within a 30-days from the date the properly completed and approved reimbursement forms are submitted.