

WELLS RURAL ELECTRIC COMPANY

Adopted: April 20, 1979

Reviewed: August 21, 1998

Revised: August 21, 1998

POLICY NO. 7-5

EMPLOYEE TRAINING COURSES AND INSTITUTES

I. OBJECTIVE

To encourage employees to improve their skills through institutes and schools.

II. POLICY

A. Employees desiring to attend institutes or schools to further their education in job related skills may, by written request to their immediate supervisor with a copy to the chief executive officer, request permission to attend such institutes or schools.

B. Upon approval of immediate supervisor and chief executive officer, employees tuition, per diem, travel costs and regular salary will be paid while attending such courses.

C. Regular salary will not be paid on weekends or regular days off, or for travel time in excess of regular working hours.

III. RESPONSIBILITY

It shall be the responsibility of the chief executive officer to administer this policy.