

WELLS RURAL ELECTRIC COMPANY

Adopted: March 1976

Reviewed: August 21, 1998

Revision 2

Revised: March 21, 2017

POLICY NO. 7-6

EMPLOYEE AND COMPANY REIMBURSEMENTS FOR TRAINING

I. OBJECTIVES

To aid and provide incentive for employees to take advantage of educational opportunities which will help them in their job functions and to encourage employees to continue employment with the company after specific job training.

II. POLICY

- A. The company may request an employee to enroll in an educational course of study and in such instances will pay for all costs incurred.
- B. An employee may request to attend a school or to enroll in an educational course of study which is directly related to his/her present position or which would help prepare him/her for advancement within the company. After receiving prior approval of the chief executive officer and satisfactory completion of the course, the company will reimburse 100% of all costs incurred.
- C. Should an employee terminate his/her employment or be terminated from his/her employment for cause within two (2) years after receiving specialized training paid for by the company, at the company's sole option, employee may be required to reimburse the company for all or a portion of such training costs.

III. RESPONSIBILITY

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

