

# EDUCATIONAL ASSISTANCE PROGRAM

The Company is committed to the long-term growth and development of employees and encourages the pursuit of additional education to enhance knowledge and skills. In support of this development, eligible employees can receive up to \$50,000 in tuition reimbursement for coursework that is mutually beneficial to themselves and the Company.

## ELIGIBILITY

Regular, full-time employees of CRC who are in good standing with the Company, and meet a minimum good or better job performance standard. A full-time employee is one who is regularly scheduled to work at least 30 hours per week. Generally, employees will not be considered for educational assistance if they have been employed by the Company less than one year. Employees who are covered by a collective bargaining agreement are governed by the terms of such agreement.

## PROGRAM APPROVAL

**Prior to beginning a degree program** - Employees interested in participating in the Education Assistance program must submit an Educational Assistance Degree Program Application Form (Exhibit A) to his or her supervisor and/or department manager. The form must be accompanied by a curriculum for the degree program and a signed Educational Assistance Expense Repayment Agreement (Exhibit B). Applications will be sent to local Human Resources to begin the approval process.

All applications will be reviewed by the employee's direct supervisor, function head and a representative from HR. Approvals are determined based on an employee's current job performance, career goals and the degree to which the courses support the strategic direction of CRC. Corporate Human Resources will maintain a record of the degree program approval and return acknowledgement of the Application to the employee.

Program guidelines and forms are available on MyCRC.

**Prior to course enrollment** – The employee must submit an Educational Assistance Course Approval and Reimbursement Form (Exhibit C) to his or her supervisor and/or department manager for preapproval of the course(s) for the next grading period. The form must be sent to local Human Resources for approval and forwarding to Corporate Human Resources to record the course preapproval. The approved form will then be returned to the employee.

## EMPLOYEE PARTICIPATION

All educational assistance recipients must schedule their course(s) so that their class time, study time, and personal efforts do not conflict with their normal hours of employment or prevent them from fulfilling their responsibilities at work or other Company duties. Work time missed should be reported by the employee as vacation time. Employees enrolled in an accelerated program, such as an executive MBA, which typically hold daytime weekday classes, may be exempt from this requirement with prior management approval.

## REIMBURSEMENT

Eligible employees will be reimbursed for **tuition expenses only**. The following guidelines govern eligibility for reimbursement:

- Courses must be offered by an accredited college or university, technical institute or specialized school.
- Courses required to obtain a high school diploma may be eligible for reimbursement if they are taken at an accredited vocational or secondary school, college, or university.

- Courses audited or monitored, for which no grade of performance is given, are generally not eligible for reimbursement under the Educational Assistance Policy.
- Courses taken to obtain or maintain a professional license or certification (e.g., for engineers, attorneys, accountants) and examination fee(s) for such licenses or certifications will not be eligible for reimbursement under the Educational Assistance Policy.
- The employee must earn a grade of "B" or better in the course. If the school does not give a letter grade for a class that is in the approved degree program curriculum, the employee must provide documentation of the successful completion of the course.
- A maximum of ten (10) courses are allowed for reimbursement per calendar year.

## REIMBURSEMENT PROCESS

**After successful completion of the preapproved course(s)** – The employee must complete the Reimbursement Request section of the Educational Assistance Course Approval and Reimbursement Form (Exhibit C) and submit it with required supporting documentation to his or her supervisor or department manager for review and approval within 30 days from the successful completion of course(s) or as soon as possible following receipt of grade. The Reimbursement form must then be forwarded to local Human Resources for review, approval, and forwarding to Corporate Human Resources for payment processing through Payroll. Required documentation and further instructions for processing the reimbursement are specified on the form.

An employee who does not complete courses due to military service, approved transfer to another location, or other Company action, such as facility shutdown, layoff, etc., and which courses are otherwise qualified in accordance with the requirements of this policy, will be eligible for reimbursement to the extent that tuition or other eligible fees are not refunded by the educational institution. An employee who cannot complete a course of study because of illness or injury will be reimbursed any nonrefundable educational expenses following submission of medical evidence justifying the withdrawal.

The Vice President of Human Resources, Vice President of Compensation & Benefits, or an appointed designee, in consultation with management, has the discretion to approve reasonable expenses in addition to those listed above as mandatory or required reimbursable expenses.

## NON-REIMBURSABLE EXPENSES

Expenses and fees other than tuition are not reimbursable under the Education Assistance program and these costs may NOT be submitted as a business expense through Accounts Payable or reimbursed through the Company's expense reporting system.

Questions about expenses not covered above under Reimbursable and Non-reimbursable Expenses should be referred to Human Resources.

## REPAYMENT/SPECIAL CIRCUMSTANCES

An employee who voluntarily terminates employment or who is terminated for cause must reimburse the Company for program expense(s) according to the schedule in Exhibit B. The Company may withhold monies up to the amount due the Company based on the table in Exhibit B from the employee's final paycheck (including base salary, bonus, vacation pay, and/or expense reimbursements).

The Vice President of Human Resources, Vice President of Compensation & Benefits, or appointed designee, in consultation with management, has the discretion to waive repayment based on an employee's personal circumstances.

Any unpaid or waived amounts will be included as taxable income to the terminated Employee.

## TAXABILITY

Reimbursements not eligible for exclusion will be subject to applicable federal, state, and local income taxes, which will be withheld in compliance with tax laws in effect at the time reimbursement is made.

## LABOR AGREEMENTS

This policy shall not supersede provisions of labor agreements.

## OTHER INFORMATION

Questions concerning the application of this policy should be referred to Human Resources.