

TRAINING AND TUITION COST REIMBURSEMENT POLICY

Most of our job assignments require skills that must be continually improved and updated. Periodically the company may require employees to attend training. The company will compensate the employee for the hours that he or she actually spends in such training, at the employee's regular rate of pay. In addition, the company may, in its sole discretion, reimburse an employee for traveling expenses incurred for such company-authorized training. Paid training time will not be counted for purposes of calculating overtime.

Also, in an effort to encourage all employees to pursue further education to enhance their job performance or qualify for promotion, the company has established a tuition reimbursement program to assist employees in paying for job-related education.

To be eligible for tuition reimbursement, an employee must have completed one (1) year of full time service with the company and must receive the written approval of his or her supervisor and company officer PRIOR to enrolling in a particular course or class. Tuition reimbursement will be made only if, in the sole discretion of the company, the course or class the employee intends to take is sufficiently related to the employee's job.

Only courses or classes which have been completed and in which the employee has received a grade of "C" or better shall be eligible for tuition reimbursement. Reimbursement shall be limited to eighty percent (80%) of the total cost of tuition, fees and books per course or class, and shall be limited to two thousand dollars (\$2,000) per eligible employee per calendar year.

Participation in the tuition reimbursement program is limited to a maximum of four (4) eligible employees per calendar year.