



Department Responsible for Policy: Human Resources

Issued Date: 12/7/2018

Revision: 6

SUBJECT:

Education and Training Policy

PURPOSE:

To define Compass policy in regards to education and training.

GENERAL POLICY:

WHO IS ELIGIBLE?

Compass Systems, Inc. wants to encourage the professional development of its personnel and assist their employees to achieve their career goals and objectives. Class I and Class II employees are eligible for education and training.

DEFINITION:

Education or job related training **must** be related to the field in which the employee is working or expected to work. Short courses and seminars may be taken if job-related and may allow the use of work time for this purpose.

APPROVAL:

Training/Tuition Approval Request Form must be submitted with full course description attached. All courses and training must be approved before registering for the class or training.

REIMBURSEMENT:

A Class I employee is reimbursed up to \$2,800 a year for training and education. A Class II employee is reimbursed up to \$1,000 a year for training and education.

The employee is to submit an expense claim through the time and expense management system (<https://te.compass-sys-inc.com/DeltekTC/welcome.msv>) with original receipts and proof of payment. Transcripts are to be provided to Human Resources as proof of successful course completion. An employee must receive a "C" or better (pass if a pass/fail).

EDUCATION LOANS:

Compass Systems, Inc. will not pay an employee's loan for educational expenses incurred.

ALLOWABLE COSTS:

- Tuition and Fees, including *The College-Level Examination Program®* (CLEP) exams.
- Books

UNALLOWABLE COSTS:

- No employee will be allowed to charge overtime for training or education.
- Cost of full-time graduate level education in excess of two years.
- Salaries for classes being taught during working hours unless specific circumstances exist.
- Education of an employee's dependent at any level.
- Computers, Calculators, Pens, Paper, Uniforms, Notebooks and Other related supplies.
- An employee may not be reimbursed by Compass Systems and another form of educational reimbursement such as veteran benefits or grants.

**TERMINATION:**

The company requires a one-year payback obligation from the date of satisfactorily completing the course. If an employee elects to leave or is terminated prior to completion of the year, the full amount of the tuition, books and fees paid to the employee for the course will be owed to the company.

IMPLEMENTATION:

Human Resources and Accounting will be responsible for the administration of this policy.

DEVIATIONS:

There are to be no deviations from this policy and procedure unless requested in writing to the CEO.

REFERENCES:

Training/Tuition Approval Request Form

ADDITIONAL INFORMATION:

Please contact Human Resources for additional information. This policy is not fully complete of all situations or procedures.

REVISION HISTORY:

Revision	Revision Description	Date
0	Initial Issue	03/20/06
1	Revised reimbursement eligibility to include Class II employees.	02/29/08
2	Added CLEP exams to allowable costs.	03/06/09
3	Clarification of approval and reimbursement processes.	06/05/09
4	Link to Time & Expense management systems updated.	07/30/15
5	Clarification of reimbursement processes.	12/07/18
6	Clarified reimbursement and termination section	12/11/18