Continuing Education Agreement

Continuing Education: The Company encourages all employees to continue their industry education. Classes taken for the purpose of expanding industry knowledge are helpful to both you and the Company. The following guidelines will be in place to assist in your understanding of our continued education process.

1. Courses must directly complement the job assignment of the employee. The employee’s supervisor must provide pre-approval of the class.
2. Courses shall not conflict with the assigned duties of the employee.
3. Employee must complete provided class feedback/evaluation form following class.
4. If employee terminates employment within one year of taking course, the employee will be responsible for reimbursement to the company for course costs. If company makes an involuntary layoff of employee, the course costs will not be deducted from the employee. If employee causes involuntary termination, the costs of course will be deducted from employee payroll.
5. If course or professional designation requires the employee to maintain continuing education to keep or retain designation, the employee will be required to complete the continuing education requirements before the expiration period, subject to the same cost restraints stated above. Furthermore, the employee’s supervisor will dictate which continuing education classes the employee will be required to take.

____________________________________________________________________  ______________________________
Employee Signature     Supervisor Signature

Employee Name (Please Print)       Date

Note: Employee must sign and then submit this form to their supervisor for review and signature. Supervisor will then forward signed original to Steve Tacinelli to retain in the employee’s permanent personnel file.