

## **Education Reimbursement Policy**

1. The Board of Directors may approve a budgeted amount annually for education reimbursement, to be determined by the Budget Committee based on availability of funds.
2. The Education Reimbursement Task Force will determine appropriate programs to offer for education reimbursement for member contractor firms.
3. The education reimbursement will be one half of the tuition to attend or as determined by the Education Reimbursement Task Force or Board of Directors.
4. The reimbursement will be sent to applicants only after a certificate of completion has been submitted.
5. The Education Reimbursement Task Force and/or staff will determine the number of people per program for reimbursement, based on availability of funds.
6. The reimbursement funds will be available on a first come/first served basis.
7. The Education Reimbursement Task Force and staff will monitor who is applying for funds and make recommendations to the Board of Directors on an as needed basis.
8. The Board of Directors will receive a report on the participants in the program at their quarterly board meeting.
9. No single firm shall use more than 20% of the available funds on an annual basis.