

Revision Number: A
Revision Date: 01-01-2000
Revision Date: 02-04-2003

Policy Number 270

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date: 02-04-2003 Supersedes Policy No. _____ Date: _____

SUBJECT TRAINING / EDUCATIONAL TUITION ASSISTANCE POLICY

Objective: The objective of this policy is to provide an opportunity for all Bachman Machine Company employees to obtain additional education and/or training in order to increase their competence in their present position and/or to prepare them for future advancement to other Company positions.

Scope: The scope of this policy applies to all locations of Bachman Machine Company and all subsidiary operations.

Policy Statement: Bachman Machine Company recognizes that the educational development of its employees is extremely important to the Company's current growth and future success. Employees are both encouraged and, in some instances, required to engage in personal improvement and professional development activities. To that end, Bachman Machine Company will continue to be dedicated to the training and educational development of its employees by providing financial reimbursement of tuition costs for approved training and educational activities.

Eligibility Requirements: Bachman Machine Company often initiates training sessions on a plant-wide basis for all personnel in many areas; safety issues, communications, quality, personal improvement, etc. The Company wishes to maintain its ISO 9002/QS 9000 certification. Because of the need for continued improvement in processes and employee skill levels, some of these training sessions are required while others are voluntary. These training sessions add to the skills level, communication abilities, process improvements, quality issues, and safety awareness and are generally helpful in the development of all of our employees. Bachman Machine Company will continue to provide training educational opportunities in these areas at no cost to the employee.

This policy applies to all regular, full-time employees, provided that their plan of study or training does not interfere with their regularly assigned work schedule. In addition, the

eligible participant must have completed thirty days of continuous service before starting the course study.

All educational courses and other off-site training and/or instruction must be business related and approved through the immediate supervisor and the Human Resources Department before registering for classes or training.

Training and/or Educational Requests: There are three (3) ways that an employee may obtain training and/or other educational assistance.

- Any employee who feels that he/she has a need for some skill(s) in order to better perform their job or to perform in a safer way, that employee should contact their immediate supervisor to discuss the idea. If the supervisor agrees with your request and feels that a particular type of training would benefit you and/or the Company, arrangements to provide the training can be started through the Human Resources Department.
- During periodic and/or annual performance reviews, an employee's supervisor may have noted and/or requested that a specific type of training is suggested or required for advancement or general skills improvement. If this is the case, the employee can make a request to the supervisor to approve taking that specific training or educational class.
- Literature received from local or regional educational units, seminars, technical schools, colleges, etc., can make an employee aware of the offering of specific training that would be helpful to the employee. The availability of this training and/or educational classes should be discussed with the employee's immediate supervisor.

Reimbursement of Training/Tuition Costs: Employees may be eligible for reimbursement costs for tuition, books, lab fees, seminar costs, or other training related costs if determined to be business related or job specific. Approval to take any educational or training classes must be obtained before registering for those classes. Once approved, an employee will be eligible for reimbursement of class related costs as follows:

- The employee, once approved, will initially pay for any classes, books, special fees, required for classes at colleges and/or technical schools. The exception to the pre-payment rule is if the Company approves an employee to attend a

seminar or other type of training that is being required or requested. In that situation, the Company will repay the fees or pay the fees when invoiced.

- After the completion of the course class(s), the employee will receive a grade card or statement indicating his/her course grade. The grade card or statement and the receipt of payment for the course(s) and book(s) and materials required should be turned into the Human Resource Manager for reimbursement. The reimbursement of fees/costs generally takes at least one payroll period and should be back to the employee in sufficient time to start and follow-up classes or training, if any.
- The Company will reimburse an employee as follows if the employees final grade is either an A or B. There will be no reimbursement to employees for any classes or training in which the employee received a grade of C or below. Any classes or training issuing a Pass or Fail grade will be paid at 100% if the employee receives a Pass grade.
- Employees will be reimbursed for tuition, cost of books, student fees and lab fees at 100% with a maximum of \$2,000.00 per year. Bachman will use the benchmark of \$200.00 per credit hour currently at UMSL. Therefore, any tuition expense beyond \$200.00 per credit hour would be paid by the employee, and would not apply to the maximum of \$2,000.00 per year. Any approved seminars will be fully paid by the Company.

Effect: The effect of this policy shall be to:

- Provide employees the opportunity to receive educational classes and/or training to increase their skill level, job knowledge, and/or for personal improvement.
- Establish the eligibility requirements for obtaining reimbursement for training and/or educational costs.
- Identify the ways that an employee may receive additional training or outside educational classes, seminars, technical schooling, personal improvement, etc.
- Explain the steps to be taken for reimbursement for completed classes or training activities.
- Assist the Company in meeting its ISO 9002/QS9000 goal of providing continuous improvement of our workforce and work processes.