

BACHMAN MACHINE COMPANY  GENERAL INSTRUCTION	PREPARED BY: PERSONNEL MGR.	DATE: 06/03/03	PAGE 1 OF 2
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TITLE: REIMBURSABLE SCHOOLING			

### 1.0 PURPOSE

The purpose of this instruction is to describe the method used in reimbursing an employee for schooling.

### 2.0 SCOPE

This instruction applies to the Personnel department and the methods used when an employee requests reimbursement for a class.

### 3.0 RESPONSIBILITY

The Personnel Manager is primarily responsible for the adherence to this instruction.

### 4.0 DEFINITIONS

N/A

### 5.0 REFERENCE DOCUMENTS

N/A

### 6.0 PROCEDURE (See Figure 1 attached)

1. An employee will take this route because the schooling is generally long term in nature, rather than a one-time class. The employee will request the curriculum review.

2. The supervisor will review degree requirements for job relatedness.

3. The supervisor informs the employee that the program is not related to job duties to the extent it can be reimbursed by the company; or, if it is determined to be related, the supervisor will pass the request along to the personnel department.
4. Personnel reviews degree requirements and course content for job relatedness.
5. Personnel will either accept or reject the request based on the course content, etc.
6. The supervisor will notify the employee on the decision reached by personnel.
7. At the end of the semester, the employee will receive grades and forward them to personnel; along with textbook and tuition receipts.
8. If the grade for the class is "A" or "B", the employee will be reimbursed for tuition and books.
9. Personnel completes check request form and attaches copies of receipts for audit trail. Personnel requests that check be given to employee when complete.