

## Other Benefits

### Education Assistance

KES feels an individual who possesses a desire to continue their education, in addition to performing their job, shows a commitment to improving themselves and their position within the company. To encourage and reward these individuals, KES offers an Education Assistance benefit.

Full-time and part-time professional service employees working at least 20 hours per week may be eligible for the education assistance benefit. Courses should provide an employee with skills; knowledge and competencies that can be applied to their current position or one to which an employee may reasonably be promoted.

Each fiscal year (1 July to 30 June), KES will allocate money towards the Education Assistance program. At the beginning of each fiscal year employees interested in taking advantage of this benefit should submit their approved educational program. The educational program requires approval from your immediate manager, HR approval and then final management approval (COO or CEO). The Education Assistance funds will then be equally divided between the approved participants not to exceed the total allocated budget for the program or \$2,500 for undergraduate programs per year and \$5,000 for graduate programs whichever is less (this is pro-rated for part-time employees). Funds may be used for: fees for registration, tuition, books, and additional lab fees.

In order to qualify for this Education Assistance the following criteria must be met:

- 1) You must be a full-time or part-time professional services employee working at least 20 hours per week. The benefit will be prorated for part time employees based on the average number of hours worked per week. Employees working at least 30 hours will receive 75% of the benefit and employees working between 20 to 29 hours per week will receive 50% of the benefit.
- 2) Before you are eligible for the Education Assistance benefit you must have at least three months of service with KES, Inc.
- 3) The course/program must be job related, with course work that is designed to enhance skills in their area(s) of responsibility for KES, or otherwise improve their effectiveness as an employee of KES.
- 4) The course/program must be taken at an accredited educational institute. The following do not qualify for education assistance: short (non-credit) courses, review courses and examinations for trade or professional licenses or certifications; college/university entrance exams; review programs for entrance exams; or courses at non-accredited institutions. KES management reserves the right to final approval of all educational programs.
- 5) All courses/programs must be approved by your manager prior to submission to HR.

- 6) Submit your approved Educational Program to Human Resources for final approval. All applications must be submitted prior to 1 June of each year in order to be considered for approval on 1 July. Additional applications may be submitted during the year. Approvals of applications received after 1 July will depend on the projection of funds available for the Educational Assistance program.
- 7) KES will notify you how much money has been approved for your educational program.
- 8) Once the course is completed, submit certified transcript of grades with receipts for expenses. You must receive an A or a B in the class to be eligible for reimbursement. Classes with a C or less are not eligible for reimbursement.
- 9) Courses must be completed prior to 30 June of each year in order to qualify for reimbursement of approved Educational Assistance funds for the current fiscal year. Classes ending after 30 June would be part of the next fiscal year education program. Unused funds cannot be carried over into the next KES fiscal year.
- 10) You must complete an additional six months of service with KES, Inc. upon receiving a tuition assistance payment. In the event you voluntarily resign from KES, Inc. within six months of receiving a tuition assistance payment you will be required to re-pay KES, Inc. the tuition assistance in full.