



Continuing Education and Training Program Overview

Introduction

Metromont encourages all associates to further their education and has established a **Continuing Education and Training Program** to help you achieve your goals.

Am I eligible to participate in the program?

The Continuing Education and Training Program is available to all full-time associates who have successfully completed six (6) months of continuous employment. An associate may not currently be or have been on corrective action within the immediate twelve (12) month period prior to participating in the program.

What type of continuing education does the program cover?

The program is designed to cover the following continuing education events:

- 1) Any course of study leading to a high school diploma or graduate equivalency diploma;
- 2) Two- or four-year undergraduate or graduate degrees from an accredited learning institution for a course of study that is job-related and will aid in the advancement of the associate's career with Metromont (determination of career development will be made by the Executive Leadership Team); or
- 3) Other educational activities approved by the associate's immediate supervisor and the Executive Leadership Team as being beneficial to your career with Metromont.

How much can I be reimbursed?

The program reimburses up to a maximum of \$2,500 per calendar year towards the cost of tuition, fees, and materials associated with continuing education from an accredited learning institution. Reimbursement will be made at the sole discretion of Metromont.

What are the reimbursement eligibility criteria?

Reimbursement is based upon successful completion of a course with an average grade of "C" or higher. Reimbursement will not be made for classes and any related fees and/or materials that receive a grade lower than a "C" or for unsuccessful completion of the course.

An official transcript along with an invoice from the school detailing the cost of the course as well as any course-related fees and/or materials must be received within four (4) weeks of the end of the course grading period.

How can I participate in the program?

To apply for participation in the program, you must first consult with your direct supervisor and department manager to discuss how pursuing this course of study will help to achieve your career goals, and if your continuing education goals align with your career development at Metromont.

After receiving the support of your supervisor and department manager, complete an **Application for Continuing Education and Training Program** and return it, along with an outline of your course of study, to your supervisor for their written approval **at least thirty (30) days prior to the start of the course**. Your request will then be submitted for review and approval to the Corporate Human Resources Department. **You must receive written confirmation that your request has been approved by the Corporate Human Resources Department in order to be eligible for reimbursement. Metromont reserves the right to deny reimbursement for continuing education requests that do not receive prior written approval.**

Questions or concerns regarding this program may be directed to the Corporate Benefits Department at (864) 605-5006.