

POLICY MANUAL

SECTION: Human Resources
SUBJECT: Tuition Reimbursement
APPROVED BY: Director, Human Resources



INDEX: HR-C-10
Effective Date: April 2016
Replaces Date:

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Scope

This policy applies to all salaried employees upon completion of their ninety (90) day probationary period. Unionized employees are eligible for tuition reimbursement as outlined in the collective agreement.

Procedure

Employees that wish to take a course must complete the attached Tuition Reimbursement Request form and give it to their Team Leader / Manager for approval. Employees must be able to display that the course/program will provide a benefit and direct impact to the Employee's current or future roles at HORIZON PLASTICS INTERNATIONAL. Courses must be completed during personal, unpaid time.

Approval is made on an individual basis. Pre-approval is required prior to registration of the course.

Employees must be able to provide course details, the total cost of registration/tuition and materials on the Tuition Reimbursement Proposal form. Parking fees, mileage, and food costs are not covered under the Tuition Reimbursement program.

Upon successful completion (a passing grade) of a pre-approved education course or program, HORIZON PLASTICS INTERNATIONAL will reimburse an Employee for up to \$500 per year for tuition and course materials.

HORIZON PLASTICS INTERNATIONAL is not responsible for additional costs should an Employee fail course requirements or certification testing. Fees for failure to pass final tests are the responsibility of the Employee.



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