



RURAL ELECTRIC COOPERATIVE

Where Service Matters

**FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.
GENERAL POLICY No. 611**

SUBJECT: EMPLOYEE TRAINING AND DEVELOPMENT

I. PURPOSE:

To function efficiently and meet current and future consumer needs, the Cooperative must be staffed with well-qualified and highly motivated employees who continuously develop their technical, professional, and leadership skills.

II. POLICY:

It shall be the policy of the Cooperative to encourage employee development by sharing in the cost of approved training and development programs related to an employee's current or reasonably anticipated future duties with the Cooperative.

III. RESPONSIBILITY:

The CEO/General Manager is responsible for the administration and enforcement of this policy.

IV. PROVISIONS:

The following provisions and conditions shall apply to this policy:

A. On the job training of the employees of the Cooperative shall be an integral part of the responsibilities of all management and supervisory personnel.

B. Encouragement will also be given to all employees to develop their capacities by education and training through attendance at approved schools or study through correspondence courses from recognized and approved institutions. This will be done on the employee's personal time.

C. When an employee seeks permission to take classes in continuing education, a form must be submitted and signed by the employee's supervisor and department manager and then to the CEO/General Manager. The form must contain pertinent information about the employee's plans and goals.

- D. Costs for courses that are abandoned, not completed, or not successfully completed within an approved timeframe shall be borne by the employee, unless otherwise approved by the CEO/General Manager.
- E. Attendance at approved training and development activities is mandatory unless excused for documented extenuating circumstances.

V. PROCEDURE:

- A. It shall be the responsibility of the department supervisor to identify the training and educational needs of their department's employees by periodic reviews and evaluations of the personnel under their supervision.
- B. The education and training plan outlined in VI "Education Plan" shall be provided prior, to attendance, to the CEO/General Manager for review and approval.
- C. All personnel attending or participating in education or training shall submit a written evaluation of their participation and/or, if required, by an oral presentation, but in any case, it shall include a summary of actual costs.
- D. Upon verification of successful completion of an approved course, the employee may be reimbursed for pre-approved tuition, books, fees, and other eligible expenses, subject to administrative procedures. OR

Upon approval, employees will be able to enroll in classes and may receive financial help. The accounting department will track the amount of tuition, cost of books and necessary equipment for the course paid by the Cooperative in a receivables account. It is the employee's responsibility to provide invoice and receipts to the accounting department for timely payment. In addition, the employee will be responsible to reimburse the Cooperative for financial help received by the employee for the classes if they do not finish the course with at least a C (2.0) average or if they withdraw from the course. If the course is held off the Cooperative's premises, the employee will be responsible to provide their own transportation which will not be reimbursed.

- E. Each calendar year an education and training plan shall be submitted by each Department Supervisor to the CEO/General Manager for review and approval prior to the presentation of the Cooperative Budget to the Board of Directors.

VI. EDUCATION PLAN:

The education and training plan shall contain:

- A. The estimated cost of each session and seminar including the cost to the Cooperative of time on the job lost while the employees are training.
- B. An outline of the proposed training in relation to the Cooperative's needs and the type of training proposed.
- C. An updated list of all education and training sessions, and seminars attended in prior years by department personnel.
- D. A system of evaluating the education and training upon completion of each training session or seminar.

VII. PRIMACY OF POLICY:

This policy supersedes any existing policy that may be in conflict with the provisions of this policy. This policy does not represent a contract between the employer and employee, and the employer herein may change the policies alone and without notice.

APPROVED BY THE CEO/GENERAL MANAGER



Bryan Case, CEO/GM

DATE APPROVED: July 26, 2010

DATE REVISED: January 22, 2018

January 25, 2021

January 27, 2026

FALL RIVER SEMINARS/TRAINING REQUEST

Or

CONTINUING EDUCATION ASSISTANCE

Name: _____

Date: _____

Title of Course/Class & Description: _____

Name & Address of School or the company who is providing training:

Please fill out all pertinent information

Beginning Date	
Completion Date	
Class Credits	
Application fee for Continuing Ed classes	
Registration Costs	
Cost of Class	
Cost of Books and necessary equipment	(provide detailed description)
Lodging Costs	
Transportation Costs including airfare	
Meal Costs	
Total Costs	

Goal of Training: _____

As described in Fall River Rural Electric Cooperative Inc.'s General policy 611, the costs of training be paid up to 100% by the Cooperative as long as the training is completed. The cost of classes and books for the employee's continuing education towards a degree will be paid for by Fall River Rural Electric Cooperative Inc., as long as the employee satisfactorily completes the course with an average grade of a "C" (2.0) or better. If not, the employee must reimburse all costs paid by the Cooperative as outlined in the policy.

I agree that if I voluntarily separate from Fall River Electric within twenty-four (24) months after completing a course towards a vocational, technical, or undergraduate degree, or thirty-six (36) months after completing a course towards a graduate degree, I will reimburse the Cooperative for the cost of the completed course and tuition.

Employee Signature

Date

Continuing Education Approved By:

Supervisor

Date

Department Manager

Date

CEO/General Manager

Date