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## FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

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### GENERAL POLICY No. 611

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### SUBJECT: EMPLOYEE TRAINING AND DEVELOPMENT

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#### I. **PURPOSE:**

In order to function efficiently and meet its consumers' future needs, the Cooperative must be staffed with well-qualified and highly motivated employees who are continuously developing their technical skills and knowledge. The Cooperative has a stake in the professional and technical development of its employees, and this policy serves to define the extent to which the Cooperative will participate with employees in their training and development.

#### II. **POLICY:**

It shall be the policy of the Cooperative to encourage employees to develop their abilities and skills by sharing in the cost of approved training programs which are related to the employee's present or possible future duties with the Cooperative according to the provisions of this policy.

#### III. **RESPONSIBILITY:**

The CEO/General Manager and/or his/her designee.

#### IV. **PROVISIONS:**

The following provisions and conditions shall apply to this policy:

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

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.

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.

Costs of a course abandoned or not completed successfully in a reasonable time period shall be borne by the employee. If an employee applies for an extension to complete any course, that employee will be expected to pay any and all costs incurred and will not be reimbursed by the Cooperative. Attendance at approved seminars is mandatory, except for extenuating circumstances. Failure to attend the seminar in full can result in the employee being required to reimburse the Cooperative for associated costs.

**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. A detailed estimate of all costs associated with attendance at training seminars shall be provided prior, to attendance, to the CEO/General Manager for his/her review and approval.
- C. All personnel attending or participating in education or training shall submit a written summary of actual costs.
- D. Upon proof of successful completion of the approved course, the employee will be reimbursed for the cost of tuition, books and other fees for which receipts have been submitted. These costs must have been pre-approved and be in writing by the employee's immediate supervisors

and the manager of the Cooperative. 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 pay the balance of the account 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 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:

1. 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.
2. An outline of the proposed training in relation to the Cooperative's needs and the type of training proposed.
3. An updated list of all education and training sessions, and seminars attended in prior years by department personnel.
4. 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 BOARD OF DIRECTORS

  
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Doug Schmier, President

DATE APPROVED: July 26, 2010

DATE REVISED: January 22, 2018

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 will be paid at 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, and secure employment outside the rural electric program, I will reimburse the Cooperative for the cost of the completed course and tuition.

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Employee Signature

Date

Continuing Education Approved By:

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Supervisor

Date

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Department Manager

Date

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CEO/General Manager

Date