

Education Assistance Policy

Purpose:

Savista has established an Education Assistance Program to provide educational benefits under Section 127 of the Internal Revenue Code to all full-time colleagues.

The Education Assistance program is designed to help enhance personal skills and knowledge through formal education, which can be transferred into the workplace. Assistance is offered to colleagues pursuing undergraduate and graduate Degrees, professional certifications, or enrolled in job-related courses. Colleagues are required to get approval from his/her manager and the Human Resources department prior to enrolling in the course or program.

Scope:

The scope of this policy includes all Savista colleagues.

Eligibility Requirements:

All regular full-time colleagues, who work at least 30 or more hours per week, are eligible to benefit from the Education Assistance program for an approved professional certification or degree. To be eligible for reimbursement, you must:

- Have completed at least 12 months of continuous satisfactory employment
- Maintain a satisfactory performance level while pursuing his/her course work – Colleagues on a Corrective Action Plan or Corrective Development Plan within the past six months are not eligible
- Obtain a degree, professional certification, or job-related course from an accredited educational institution
- Obtain a grade of “B” or better. If the school/course does not offer a letter grade, a certificate of satisfactory completion from the school will be acceptable
- Discuss how degree, course, or certification relates to your job
- Maintain satisfactory performance and behavior at work, while in pursuit of the degree or certificate
- Start and complete coursework and program, while remaining an active employee at Savista
- Submit Education Assistance application for approval prior to enrolling in the course

For a course to be considered job-related, the education courses must satisfy the following requirements:

- Maintain or improve skills required by the employer
- Meet express requirements of an employer or of a law or regulation to retain the colleague's salary, status or employment

Education assistance will not be approved for coursework that:

- Is needed to meet the minimum requirements of a job
- Will lead to qualifying the colleague for a new trade or business
- Fulfills general aspirations for personal reasons of the colleague

Savista will only reimburse the cost of tuition and books. All other supplies and fees (i.e. parking fees, transcript fees, registration fees, travel, notebooks, pens, computers, and software) are the responsibility of the colleague.

Involvement with the program or courses should not affect performance or availability at work. Courses must be taken outside of the regularly scheduled workday. When courses are taken during scheduled work time, prior approval from the manager must be obtained and comparable amount of time must be completed. Courses are not considered as work or overtime and will not be paid as such.

Reimbursement Program:

Eligible colleagues accepted into the program may receive up to \$3,000 per calendar year. Should employment become inactive or terminated for any reason, education assistance will not occur. Termination or resignation within three months of acceptance of education assistance will result in a repayment of the entire amount of education assistance received. Termination or resignation within six months, will result in repayment of 50% of education assistance received. After twelve months, no repayment is required. The following pro-rated repayment schedule is utilized for termination:

- Less than three (3) months – 100%
- Three (3) months to < six (6) months – 75%
- Six (6) months to < nine (9) months – 50%
- Nine (9) months to < twelve (12) months – 25%
- Over twelve (12) months – 0%

Reimbursement Procedures:

- Colleagues will complete an Education Assistance application and submit for approval to his/her manager and HR via [Freshworks](#). The form can be located in the Service Catalog > Human Resources, or by keyword search for “Education”.
- Colleagues will enroll, complete the class and obtain a grade of “B” or better.
- Upon completion of the course, colleagues will submit an expense report via Workday for reimbursement, attaching the approved application, grades and receipts as supporting documentation. The request must include copies of their receipts for tuition and books along with documentation from the institution of the final grade.
- When completing your expense report, please code it as a company expense that is not billable. The expense item is “Education Assistance.”



A participant will receive their reimbursement via paper check or direct deposit.
This reimbursement will not be subject to federal or state taxes.

What happens if a colleague leaves Savista while participating in the program?

If a colleague's employment is terminated for any reason, the education assistance will not occur. Termination or resignation within three months of acceptance of education assistance will result in a repayment of the entire amount of education assistance received. Termination or resignation within six months, will result in repayment of 50% of education assistance received. After twelve months, no repayment is required. The following pro-rated repayment schedule is utilized for termination:

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