


<b>Human Resources</b>	<b>Document No.</b> HR08-002	<b>Revision Level:</b> 3	 <b>zippo</b> MANUFACTURING COMPANY
<b>Description:</b> <b>EDUCATION FINANCIAL ASSISTANCE AND JOB TRAINING POLICY</b>	<b>Issuer:</b> Beth Seals		
	<b>Revised By:</b> Kerry Christie	<b>Revision Date:</b> 1/12/2022	

## 1.0 PURPOSE

- 1.1 As a Company, we believe in a culture which supports a continuous learning organization and the opportunity for employees to contribute and utilize their talents to the fullest. To enhance their abilities, the Company offers to all full-time employees an opportunity to improve their job-related skills through an ***Education Financial Assistance and Job Training Program***.

## 2.0 SCOPE


- 2.1 All Company employees receiving educational assistance for continuing education and job training.

## 3.0 RESPONSIBILITY

- 3.1 The Company may pay, up-front, for approved coursework expenses for full-time employees. General requests for coursework that is anticipated to begin during the next calendar year must be submitted during the budget process using a General Application. Requests for specific courses pertaining to approved general requests must be submitted a minimum of thirty (30) days prior to the beginning of each semester or course using a Course Application. The program will not permit more than two Category Three courses per semester and will not exceed four Category Three courses per calendar year.

## 4.0 DEFINITIONS

- 4.1 **Eligible employee:** A full-time employee (**for Category Three only**) for a minimum of twelve successive months at the time the application is submitted for approval. The employee must be satisfactorily meeting the requirements of his/her job duties throughout their participation.
- 4.2 **Education and Training Review Committee (ETRC):** A committee consisting of representatives from Finance and Human Resources. Representatives from other Company divisions may be consulted regarding requests from their divisions.
- 4.3 **Training Category Descriptions:** All requests for Education Financial Assistance and Job Training must meet one of the categories below:


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4.3.1 **Category One:** Mandatory training required to meet compliance requirements of laws or regulations, imposed as a condition to retaining the employee’s salary, status, or employment. Examples may be Continuing Legal Education required to maintain a law license, training required to maintain hazardous shipping qualifications, continuing education requirements for CPA, etc.

4.3.2 **Category Two:** Skill development and preferred training designed to identify skill gaps and improvement for the employee’s current job. Examples may include SHRM certification courses, Microsoft excel training, management courses, etc.

4.3.3 **Category Three:** Higher education in pursuit of an academic degree, either as part of (a) an undergraduate college or technical course required for and leading to a Bachelor's, Associate’s Degree or certificate which is required for a degree, in a field clearly related to the employee’s position with the Company, or (b) a graduate course required for or leading to a Master's or Doctoral Degree in a field clearly related to the employee’s position with the Company. It is understood by the Company that a degree program relative to the Company’s business may include individual courses of a non-relative nature but required to satisfy the institution’s program, in which case the employee must include evidence that the course is required for the degree.


4.4 **General Application:** A standardized form that is completed by the employee outlining the general request for training/education to be begin during the following calendar year in of the Categories described above, the development objective that the training/education is intended to help the employee reach, and the anticipated costs of tuition. Employees should also use this form to request training that they have been requested to take by their Supervisor. It also includes a Supervisor Approval section that the employee’s supervisor completes that identifies the Company’s expected return on the investment, relevance to current or potential job responsibilities of the employee, and financial impact on the Company budget. If the Supervisor has requested his/her direct report to take the training, the Supervisor should also identify the relevance to the employee’s development objective that the training is intended to help the employee reach, expected return on the investment and financial impact on the Company budget.

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- 4.5 **Course Application:** A standardized form must be completed by the employee that identifies the specific course(s) requested, the institution providing the course(s) requested, dates of the requested course(s), and anticipated costs of tuition. This form should be completed after approval of the General Application and routed as indicated on the form.
- 4.6 **Accredited Institution:** Either: (a) institution recognized and authorize by the certifying or licensing organization to conduct such courses and award credit for continuing education (usually pertains to Category 1); (b) an institution or vendor recognized by the Company as being reputable and providing high quality education and training (usually Category 2); or (b) a school, college, or university awarding an Associate, Baccalaureate or graduate degree that has earned regional accreditation from an appropriate accrediting agency (usually pertains to Category 3).

## 5.0 REQUIREMENTS


- 5.1 Coursework approved under this Policy must be taken from an Accredited Institution. In addition, any e-commerce training platform to which the Company has a subscription (such as LinkedIn Learning) should be utilized before seeking other vendors.
- 5.2 An employee enrolled in a degree program is required to submit a Course Application for each semester. The employee is also required to notify the Company of any changes to his/her degree plan.
- 5.3 Initial approval of Category Three coursework does not obligate the Company for future/continued approval of such coursework.
- 5.4 Approvals are only valid for the course(s) and the specified semester/term.
- 5.5 As there is a budgetary cap, priority will be given to prior, ongoing participants and timeliness of application will be evaluated.
- 5.6 Coursework approved under this Policy may be completed using any educationally sound format. This includes, but is not limited to, traditional classroom instruction, correspondence courses, distance learning programs using video presentations and e-learning formats using web or computer-based programs in either live or self-paced formats. Preference will be given to coursework provided locally or within a reasonable distance by a public, state supported institution.

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5.7 Category Three courses should be taken during non-working hours. Approval may be granted for courses offered during working hours if that is the only time the course is offered and the course is a degree requirement. Those hours missed due to an employee taking a course during business hours must be made up. The employee must submit an outline containing the course logistics (i.e., time, dates, etc.) and their proposed work arrangement schedule. Approval is contingent upon Management’s acceptance of the proposed outline.


## 6.0 PROCEDURES

- 6.1 Employees desiring to enroll in coursework under this Policy (or who have been requested by their Supervisor to enroll in training) must submit a General Application prior to the annual budget request submission date as communicated by Finance.
- 6.2 The employee will complete his/her portion of the application and forward to his/her Supervisor for completion of the Supervisor section.
- 6.3 The employee’s supervisor will complete the Supervisor section and submit approved requests to the divisional executive staff member for approval.
- 6.4 The divisional executive staff member will forward approved requests to the Training Coordinator, who will submit to the ETRC for review.
- 6.5 The ETRC will review the application and may consult with other management prior to making an approval or denial recommendation.
- 6.6 Approved General Applications will be routed to the Company President for final approval.
- 6.7 General Applications (approved or denied) will be forwarded to the Training Coordinator for tracking purposes and to provide notification to the supervisor and employee.

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- 6.8 Employees who receive approved General Applications need to submit a Course Application to their supervisor or divisional executive staff member a minimum of thirty (30) days prior to the start date of the course(s) at least for Category Three coursework (the Company realizes that opportunities for Category One and Two coursework may not allow such notice).
- 6.9 The supervisor or divisional executive staff member should sign their approval if consistent with an approved General Application and the employee is still deemed eligible for the program and should then forward approved Course Applications to the Training Coordinator.
- 6.10 The Training Coordinator will review all Course Applications and confirm consistency with the associated approved General Applications.
- 6.11 The Training Coordinator will provide notification to the supervisor and employee.
- 6.12 Employees who receive approved Course Applications will enroll themselves in the approved course(s) and submit a copy of the paid receipt, invoice, or tuition statement to the Training Coordinator a minimum of two (2) weeks prior to the payment due date.
- 6.13 The Training Coordinator will submit request for payment to Accounts Payable.
- 6.14 Employees must provide copies of their certificate/transcript/diploma received within thirty (30) days of the completion of the course/semester.

## 7.0 TUITION PAYMENT


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- 7.1 The Company will make payment for up to 100% of approved Educational Financial Assistance subject to the limitations described in Section Three, for tuition or cost of the coursework (the Company does not reimburse separate book/software/course material fees not included in the cost of the course). Employees should work with the Training Coordinator – in some cases, employees may make payment for Category 1 or 2 coursework using a Company credit card. In other cases, the Company will make payments directly to the Accredited Institution for Category 3 coursework. IRS rules indicate that up to \$5,250 in reimbursement from the Company under this Policy can be excluded, and this will not be included on Employee’s Form W-2 – however any amount exceeding \$5,250 (or any changes in IRS regulations) may be subject to income tax withholding.
- 7.2 Employees are encouraged to seek other financial assistance including scholarships or private loans, etc. as may be available to them. If the employee is receiving financial assistance from any other outside source for the same coursework, the Company will only provide payment in the amount in excess of the outside financial assistance.
- 7.3 The Company will not reimburse the employee for costs incurred to gain acceptance into an accredited school, college, or university. This includes, but is not limited to, application fees, fees for tests used to determine qualifications for admittance and fees for required transcripts. Similarly, the Company will not reimburse costs associated only to graduation from an accredited school, college or university, including diploma fees, cap and gown charges and associated administrative fees.
- 7.4 The Company will not reimburse or pay any late fees due to employee’s failure to submit invoice/tuition statement a minimum of two weeks prior to the invoice/tuition payment due date.

## 8.0 TUITION REPAYMENT CRITERIA

- 8.1 **Unsatisfactory Completion:** For Category 3, upon completion of the semester, the employee must submit evidence of satisfactory completion of the coursework. Evidence of satisfactory completion includes the following: A grade of “C” or better for undergraduate work, “B” or better for graduate work, “PASS” for courses graded only on a PASS/FAIL basis, “Satisfactory” for courses graded on a Satisfactory/Unsatisfactory basis, or a certificate of completion if grading is not applicable.

- 8.1.1 The employee will be responsible to reimburse the Company for 100% of the course(s) for unsatisfactory completion of coursework.

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8.1.2 Employees enrolled in a degree program that is unsatisfactorily completed will be responsible to reimburse the Company for 100% of the cost of the degree program.

8.1.3 The employee is not eligible for Educational Financial Assistance when retaking a course that was not satisfactorily completed.

8.2 **Certificate/Transcript/Diploma not Submitted by Deadline:** Copies of certificates/transcripts/diplomas must be turned in to the Training Coordinator within thirty days of the completion of the course/semester.


8.2.1 No future Educational Financial Assistance will be granted, and the employee will be required to reimburse the Company for 100% of the course(s) for failure to submit the above referenced documentation by the deadline.

8.3 **Separation from Employment:** If an employee separates employment within twenty-four (24) months of taking any Category Three courses under this program, he/she will be required to return any payments made by the Company relating to the Category Three courses taken during the prior twenty-four (24) month period.

8.4 Each participating employee agrees that subject to applicable federal, state, and local laws amounts owed to the Company potentially could be taken from his/her paycheck (including, but not limited to, his/her final paycheck) and that the Company may pursue legal action for any amounts not voluntarily repaid.

## 9.0 REFERENCES

- 9.1 Employee Handbook
- 9.2 HR08-002-1 General Request for Education Financial Assistance and Job Training
- 9.3 HR08-002-2 Course Request for Education Financial Assistance and Job Training
- 9.4 Authorization and Agreement for Reimbursement Obligation
- 9.5 <https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>

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## 10.0 DOCUMENT CONTROL INFORMATION

### 10.1 APPROVAL AUTHORITY

WRITTEN/ REVISED BY	APPROVED BY	APPROVAL (Initials/Signature)	DATE
Bruce Gallagher/Jody Maze	Bruce Gallaher Sr. Vice President – Human Resources	Bruce Gallaher	2/21/2017
	Bunny Comilla Sr. Director – Human Resources	Bunny Comilla	1/26/2017

REV. #	REV. DATE	SCN. No.	REVISED BY	CHANGES
1	1/26/2017	17-021	Jody Maze	Initial Release
2	10/15/2018	18-096	Ed Hayden	Changed Issuer to Bruce Gallagher. Changed “Zippo Manufacturing Company” to “The Company”
3	11/10/2021		Kerry Christie	Changed the title of this policy from Educational Financial Assistance Policy to Education Financial Assistance and Job Training Policy Formatting changes throughout document. Changed Issuer to Beth Seals. Section 3.0 Created 2 deadlines for requests. General request to be submitted during budget process and specific course 30 days prior to start of course. Rewrite of Section 4.0 to include more categories and associated definitions. Tuition Payment moved to Section 7.0. Tuition Repayment moved to Section 8.0 Added new Section 5 to identify requirements for coursework. Previous Section 5.0 is now Section 6.0 and has been expanded to include new categories from Section 4.0, clarify approval process, and reference revised deadlines. Section 7.0 Tuition Payment section previously part of Section 4.0



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				<p>Added revision to section 6.8 stating that for at least Category 3, employees are to return course request at least 30 days before course begins.</p> <p>Section 8.0 Tuition repayment criteria previously part of Section 4.0.</p>
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