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## POLICY

SUBJECT: Safety, Job Training and Education

POLICY: It shall be the policy of the Cooperative to require all employees to participate in safety and job-related training programs consistent with prudent utility industry practice and state, federal and local law. In addition, the Cooperative shall offer to all employees an education program in the fundamentals of electricity, first aid, CPR/AED and other professional development training.

The Cooperative encourages employees to further their education and professional development. To assist employees interested in continuing education, the Cooperative may provide reimbursement of tuition and fees, subject to the following conditions:

- All courses and programs taken by an employee must be relevant to the employee's job classification.
- All courses and programs in which an employee is interested in enrolling and seeking support must be first approved by the General Manager and the Board of Directors for tuition assistance.
- Employees must successfully complete the course with a grade of "C" or better (or equivalent) to be eligible for assistance.
- Upon presentation of evidence of successful course completion, the employee shall be issued the approved assistance.
- If an employee voluntarily leaves the employment of the Cooperative within one year of receiving tuition reimbursement, then the employee shall pay back to the Cooperative, on terms acceptable to the Cooperative, the amount of tuition reimbursement payments that have been received within one year prior to the Last Day Worked. The date of tuition reimbursement shall be defined as the date printed on the reimbursement check or the date of the ACH payment. The Last Day Worked is defined in the Cooperative's Last Day Worked policy.

PROCEDURE: As outlined in the Policy.

RESPONSIBILITY: General Manager and Board of Directors

### DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Mar 14, 1961
Reviewed by Board of Directors	Jun 16, 1971
Revised to include Policy 4A	Aug 25, 1987
Reviewed by Board of Directors	Feb 28, 1995
Revised by Board of Directors	Jan 22, 2008



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Reviewed by Board of Directors	Aug 25, 2009
Revised by Board of Directors	Mar 25, 2014
Revised by Board of Directors	Jan 26, 2016