

The Mulzer Education Policy

Continuing education is becoming more and more important to the Mulzer Companies. Employees that seek additional education are improving themselves and helping the company at the same time. We hope to encourage continuing education by offering a flexible work schedule and possibly tuition reimbursement. Here is how it will work:

1. Getting your course of study approved is easy. A form is available from the Human Resources Department. Fill it out completely and turn it in. After it is reviewed, you will be notified whether or not your course of study is approved. When evaluating your request, the Human Resources Department will look at these and other factors:
 - a. How the course of study will benefit you, and the company.
 - b. How much time the course of study will take.
 - c. The cost of the classes.

2. Employees who are taking classes can be given the flexibility to take time off for classes. While we expect an employee's work to be completed, leaving early, partial days off, vacation days, and short leaves of absence are ways that an employee can devote time to additional studies. If you need accommodations like these, please contact the Human Resources Department. If your course of study is approved, you, the Human Resources Department and your supervisor will explore options in rearranging your work schedule. We do ask that employees make every reasonable attempt to minimize the impact of classes on work.

3. Tuition reimbursement will be offered for employees in an approved course of study. Reimbursement will be up to 50% of the tuition and course materials. You will be paid after you complete the class. Upon completion present a paid receipt along with either a certificate of completion, letter from the school, or (if the course is a graded, credit class) a grade of B or better.

4. As always, company initiated education will be fully reimbursed, and the employee will be paid for the time spent in classes

We hope that employees use this program to improve themselves. Some areas that employees may be interested in exploring are, computer skills, management courses, time management classes, and university/college studies.

Course of Study Approval Form

Name of Employee:
Date:
Name of Class:
Is this class part of a degree: Yes No
If yes what degree are you pursuing:
Date(s) of the class:
Hours of the class:
Time needed off to take the class:
Why do you want to take this class & how will it benefit you and the company:
Cost of Class:
Signature: