

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION

POLICY NO. 502

SUBJECT: EDUCATIONAL ASSISTANCE

I. OBJECTIVE

To encourage the participation of all employees in a continuing educational or training program at a bona fide post secondary institution.

II. CONTENT

A. Employees may be advanced tuition and necessary fees incurred in the pursuit of job or degree related courses which:

1. Have a clear and direct relationship to the needs of Grayson Rural Electric Cooperative Corporation subject to approval of employee's supervisor and the President & CEO.
2. Are required for completion of a degree.
3. Increase an employee's work effectiveness or prepare him/her for a job to which he/she can reasonably aspire.
4. Will be accomplished during non-work hours without affecting his/her performance on the job.
5. If the course is completed successfully, no reimbursement will be necessary. Failure to complete the course successfully will result in a probationary period for the employee, during which restitution of any monies paid will be required, including incremental withholdings from payroll. (Not less than a C Average)

B. The policy is applicable to all full-time employees in good standing who have completed their probationary period.

III. RESPONSIBILITY

The President & CEO is responsible for establishing procedures under which this policy will be administered.

  
Roger L. Trent Chairman

  
Billy E. (Eddie) Martin, Secretary/Treasurer

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Board Approved:	10/26/79
Date Revised:	2/21/86 (Formerly Policy No. 16)
Date Last Revised:	01/24/97
Minute Book Page:	2842 - 2843
Date Revised:	03/24/03
Minute Book Page:	3486 - 3487
Date Revised:	02/20/08
Minute Book Page:	4072-4073
Date Revised:	07/22/11
Minute Book Page:	4457-4458