

INDIANA HARBOR BELT RAILROAD COMPANY CONTINUING EDUCATION ASSISTANCE PLAN

Policy: HR 4.01

Effective: September 1, 1992

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1.0 Purpose

To provide financial assistance and stimulus to employees to further their education in order to improve productivity and foster advancement potential within the Indiana Harbor Belt Railroad Company.

2.1 Scope

This applies to all employees of the Indiana Harbor Belt Railroad.

3.0 Policy

The Indiana Harbor Belt Railroad will reimburse an employee, within certain limits, for tuition and certain related fees upon successful completion of authorized course(s) of study which must be related to the employee's current position or potential positions within the IHB. Employee's participation in this plan must be accomplished on the employee's own time; recommended by immediate supervisor; approved by the Department Head and authorized by the General Manager of the IHB.

4.0 Eligibility

All employees who have a minimum of twelve months continuous IHB service are eligible to participate in this plan.

5.0 Courses of Study

5.1 Course(s) taken by employees must be related to the employee's current position or potential positions within the IHB. Course(s) to be considered for reimbursement must meet the following general guidelines:

- (a) Individual course(s) at accredited colleges and universities in such fields as Business, Accounting, Finance, Marketing, Engineering, Computer Science or Law.
- (b) Required course(s), leading to a Bachelor's or Master's degree at accredited colleges and universities, within such fields as Business, Accounting, Finance, Marketing, Engineering, Computer Science or Law.
- (c) Technical course(s) offered by professional/technical institutes, societies or associations in the fields related to the aforementioned academic disciplines.
- (d) Technical/trade or special course(s) offered by schools, accredited by the appropriate State Department of Education for job-related subjects that are not offered through IHB's internal training programs.
- (e) Course(s) taken for refresher purposes in order to prepare for the examination required to obtain or retain a professional license such as Professional Engineer, Certified Public Accountant, or State Bar exams.

5.1 Course(s) that will not be considered under this plan will include:

- (a) Seminars, course(s) for special interests and other forms of instruction.
- (b) Basic skill training such as typing, stenography, carpentry, electrical wiring, etc.
- (c) Course(s) which may be of personal interest to the employee but have no application to the employee's responsibilities at the IHB.
- (d) Course(s) in which an employee audits, observes procedures, listens to lectures, etc., but will not receive credit for completion.

- (e) Graduate course(s) beyond those required for master's degree.

6.0 Reimbursement

Reimbursement for tuition and certain related fees, such as registration and lab fees, will be reimbursed subject to the following criteria:

- (a) Reimbursement will be made after receipt of official notification of successful completion of authorized course(s) as follows:
- A "C" or better for college course(s), or the equivalent of a "C" or better for other course(s) where the school, professional/technical institute, society or association grades participation.
 - A "Pass" or "Complete" for those non-college course(s) where the policy of the school, professional/technical institute, society or association is to grade such course(s) only on a Pass/Fail or Complete/Incomplete basis.
 - A "B" or better for graduate course(s), or the equivalent of a "B" or better for other graduate course(s).
- (b) No reimbursement will be made for costs of books or supplies; penalty fees for late registration; other fees such as student activities, insurance costs, etc.; parking permits, financing charges for deferred payments or loans; travel costs; entrance and/or qualification examination fees; nor for graduation or diplomas fees. The IHB is not responsible for financial transactions between the employee and the learning institution.
- (c) Employees who are entitled to receive educational allowances from any source, private or public, such as scholarships, fellowships, grants-in-aid, GI Bill, etc., may participate only if these sources have been fully utilized.
- (d) A maximum of six credit hours or equivalent per semester or term will be permitted for consideration under this program.
- (e) Employees may lose the right to reimbursement for authorized course(s) should they leave the IHB's employment prior to the receipt of the reimbursement payment. In cases where employees return to an agreement position or transfer to any of the IHB's parent companies, (Conrail or Soo Line), while attending authorized course(s), they will be reimbursed for successful completion of those course(s), but will not be eligible for continued participation.
- (f) Reimbursement will be limited to a maximum of six credit hours or equivalent per semester or term. The maximum reimbursement for course(s) completed during a

calendar year (January 1 to December 31), will be \$3,000.00 subject to a lifetime maximum of \$20,000.00

- (g) No reimbursement will be made for course(s) taken beyond the graduate level.
- (h) Advanced payment for tuition under this policy is prohibited.

In cases where an employee is relocated at the request of the corporation prior to the successful completion of the approved course(s), reimbursement will be made.

7.0 Procedures

- (a) All requests for participation must be received by the office of the General Manager as much in advance as possible, but no less than ten business days prior to the beginning of the course(s) for which reimbursement will be requested.
- (b) The request must be in writing, addressed to the General Manager, and will include the following information: employee name, employee number, position title, work location, department work phone number, degree, major, credits to date, total credits required, expected completion date, learning institution, full title of each course, credit hours to be earned, term dates, and tuition cost.
- (c) It is necessary to attach the learning institution's official description of the course(s) and learning institution's official explanation of tuition and related fees.
- (d) The request must be approved by the employee's supervisor and department head.
- (e) Upon satisfactory completion of the requested course(s), the employee must attach a copy of the term grade reports, as well as a copy of the receipt from the learning institution marked "paid" or cancelled check and a copy of the approved request for tuition reimbursement to the Office of the Comptroller for payment.
- (f) Any questions relating to this policy should be directed to the Office of the Comptroller of the Indiana Harbor Belt Railroad Company.

Approved by C. H. Allen, General Manager

9/1/92

Approved by J. E. DeWitt, Comptroller

9/1/92