

Indiana Harbor Belt Railroad Company
Continuing Education Assistance Plan

This policy, effective **January 1, 2019**, supersedes all prior policies and practices relating to continuing education benefits including but not limited to the September 1, 1992 continuing education assistance plan.

Indiana Harbor Belt Railroad Company ("IHB") provides financial assistance to eligible employees to further their education in effort to improve productivity and foster advancement potential within the IHB.

A. Eligible Employees

Agreement and Non-Agreement Employees are eligible for continuing education assistance if they meet the following criteria:

1. Has been a full time, active employee for the IHB for at least twelve (12) consecutive months prior to the request for continuing education assistance. The employee must remain as an active employee during the period of time continuing education assistance is requested; and
2. Has been an employee in good standing for at least twelve (12) months prior to the request and remains in good standing during the period of time continuing education assistance is requested. An employee in good standing means the employee has not been subject to any discipline.

B. Education Eligible for Assistance

Eligible employees may request continuing education assistance if they meet one of the following educational requirements:

1. The employee is enrolled in an accredited college or university leading to a Bachelor, Master or Doctorate Degree in one of the following fields of study:
 - a. Business
 - b. Accounting
 - c. Finance
 - d. Marketing
 - e. Engineering
 - f. Computer and Information Science
 - g. Law
 - h. Human Resources
2. The employee is enrolled in a technical, trade or special course:
 - a. Offered by a professional or technical institute, society or association relating to one of the fields outlined in paragraph one (1) above; or
 - b. Offered by a school accredited by the appropriate State Department of Education for job related subjects not offered through the IHB's internal training programs.
3. Classes or seminars in which an employee can obtain credit required for their professional license including but not limited to engineers, attorneys and accountants. This also includes any classes in preparation of an examination required for the employee's professional license.
4. Employees seeking a post graduate degree specifically related to their employment with the IHB. This executive employee program is limited to one employee in the program at a time. In order to qualify for this program the director of the employee's department must request the employee be considered for the program to further the goals established for that department. This program will only be granted with the approval of the General Manager and does not fall under the application process as described below. The request must be made by the director of the employee's department.

C. Continuing Education Assistance

1. The maximum education assistance provided by the IHB:
 - a. An employee is eligible for up to \$5,000.00 per calendar year in continuing education assistance;
 - b. An employee's life time maximum for continuing education assistance is \$25,000.00 unless the employee qualifies for the executive education program as outlined above.
2. Continuing education assistance does not include:
 - a. Cost of books and supplies;
 - b. Late registration expenses;
 - c. Student activities;
 - d. Insurance;
 - e. Parking;
 - f. Financing charges for deferred payments;
 - g. Travel costs
3. Employees should seek scholarships, grants, fellowships, GI Bill or other financial resources before applying for the IHB's continuing education assistance.

D. Application for Continuing Education Assistance

1. Employees responsibility
 - a. Employees must complete the application form for continuing education and tender the form to their director or superintendent.
 - b. Employees must tender documentation in support of their application that will prove the request complies with the education requirement as outlined herein above.
 - c. Employees must submit the application at least thirty (30) days prior to the first day of class.
 - d. Employees must schedule their class or course outside of normal working hours. If the employee's schedule varies, the employee's class shall not interfere with their ability to appear for work at all times required.
2. Application Process
 - a. Upon receipt of the application from the employee, the director of the department shall determine if the employee is eligible for the continuing education assistance.
 - i. If the employee is eligible, the application shall then be sent to the Director of Human Resources with a finding that the employee is eligible.
 - ii. If the employee is not eligible the director shall deny the request and inform the employee as to the basis of the denial with a copy to the Director of Human Resources.
 - b. If the employee is eligible the Director of Human Resources shall then determine whether the assistance requested complies with the educational requirements listed above.
 - i. If the request complies with the educational requirements, the Director of Human Resources shall make a determination as to the amount of assistance available to the employee.
 - ii. If the employee is eligible, the educational requirements have been met and the assistance amount has been calculated, the application shall be forwarded to the General Manager for approval.
 - iii. If the employee is not eligible for any assistance or the education requirements are not met, the Director of Human Resources shall notify the employee of the reason for the denial.

- c. Upon approval by the General Manager, the employee will be notified of the financial assistance available upon successful completion of the class(es).
3. Payment will be made upon documentation of the successful completion of the class.
- a. The employee must complete the certification form confirming completion of the approved course.
 - b. The employee must provide documentation from the learning institution indicating that the employee received an "A", "B", "C" or equivalent grade in the class. If the course does not provide grades the employee must tender a certificate of successful completion.
 - c. The employee shall provide a receipt from the learning institution or other documentation to show that the class had been paid.
 - d. The employee shall provide (a), (b), and (c) to the Director of Human Resources within thirty (30) days of the completion of the class.
 - e. Upon compliance with the above, the assistance payment shall be made to the employee consistent with the NS's customary payroll practices and procedures and is subject to standard deductions.
4. Employees will lose their right to payment for the approved course(s) should the employee leave the IHB's employment prior to the receipt of the payment.

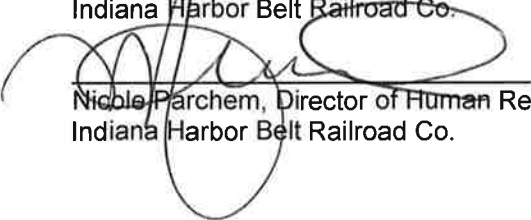
This policy may be modified or terminated by IHB Management at any time. The IHB will notify all employees of any modification or termination of this policy as soon as reasonably possible.



John Wright, General Manager
Indiana Harbor Belt Railroad Co.

12/18/2018

Date



Nicole Parchem, Director of Human Resources
Indiana Harbor Belt Railroad Co.

12/10/2018

Date