

Policy Name: Post-Secondary & Graduate Education Reimbursement
Policy Number: HR-07
Policy Monitor: Director Human Resources
Policy Approver: Senior Leadership
Approval Date: December 20, 2017

Purpose

To provide support for current employees of the Northwest Territories Power Corporation (NTPC) who wish to pursue post-secondary and graduate education opportunities to enhance their job performance capabilities and improve their prospects for advancement within NTPC. NTPC has adopted this policy to provide its employees with education assistance in a non-discriminatory and uniform manner.

Policy Statement

Employees are NTPC's most significant resource and are encouraged to demonstrate initiative, increase their potential, and enhance their skills, so strengthening their contribution to the organization's mission, vision and values. NTPC is committed to investing in its employees to develop and retain a stable and competent work force to meet present and future corporate objectives.

Regular, full-time NTPC employees, who are interested in pursuing post-secondary or graduate education in a Program of Study at a mutually agreed upon educational institution, may seek guidance from NTPC under this Post-Secondary & Graduate Education Reimbursement Policy. Eligibility will be granted at the discretion of NTPC management based upon merit of the application, alignment with current and future business strategic initiatives and budgetary constraints.

Definitions

Post-Secondary Education: refers to education such as, certificates, diplomas or degrees that are at or below the bachelor's level. Education relating to Apprentices is not considered within this policy; please refer to the Collective Agreement.

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Graduate Education: refers to education such as, graduate diplomas or master's degrees for which a bachelor's degree generally is required, and it is normally considered to be part of higher education.

Guidelines

To participate in this policy, employees must adhere to the following guidelines:

- 1) The employee must be a regular, full-time employee of NTPC who has completed 24 months of active service prior to the submission of an application.
- 2) The employee exemplifies good performance and attendance with NTPC, and has a current Performance Review Plan.
- 3) The Program of Study must be directly related to current responsibilities or as approved in conjunction with the employee's current Performance Review Plan as relevant to the present or future requirements of NTPC.
- 4) Education institutions will be approved based upon the institution's reputation, Program of Study relevance to the utility industry, cost model competitiveness and administration style (i.e. distance learning education programs).
- 5) All coursework must be completed on the employee's own initiative and outside their normal working hours, unless otherwise approved by the President & CEO. The employee agrees to maintain work performance levels including full responsibility for their NTPC workload and all work related commitments during the time in which they complete their Program of Study.
 - a) NTPC may provide education assistance of up to 10 days of paid discretionary training leave to support short-term onsite course requirements at the learning institution.
 - b) If required, NTPC will provide for expenses associated with flights only, for a maximum of two (2) return trips to the educational institution. Accommodation and per diems will

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not be included. Any travel outside of Canada must be pre-approved by the President and CEO.

- 6) NTPC agrees to reimburse seventy per cent (70%) of the costs associated with tuition upon successful completion of the courses within the Program of Study at the end of each semester.
- 7) NTPC will reimburse one hundred per cent (100%) of costs required for course materials, such as books and computer programs, upon successful completion of the courses within the Program of Study at the end of each semester.

In lieu of NTPC's education assistance, the employee agrees to forgo all discretionary training for the duration of the Employee Education Assistance Agreement ("Agreement").

Application and Administration

- 1) Employees interested in participating in this policy should first present their request to their direct Manager; then prepare and submit a proposal along with an Application for Training (AFT) form to their Manager for approval. Support in this process may be solicited from the Training and Development Specialist. The proposal and AFT will be forwarded to the employee's respective Director and Director of Human Resources for recommendation.
 - a) For post-secondary education, the Director, along with the Director of Human Resources will make the final decision and approve or deny the AFT request.
 - b) For graduate education, the President & CEO will make the final decision and approve or deny the AFT request

Once a decision is made, the approved AFT will be sent to the Training & Development Specialist in the Human Resources Division.

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- 2) If the above eligibility requirements are met, the Training & Development Specialist will notify the employee in writing that the AFT has been approved for processing. An Employee Education Assistance Agreement will be executed and circulated among relevant parties. Once a fully executed Agreement is in place, the Manager and employee will create an appropriate Individual Development Plan (IDP) to monitor progress and the employee may register with their institution.
- 3) If the eligibility requirements are not met, the employee and their Manager will be advised in writing; the employee may elect to proceed without the prospect of future reimbursement.
- 4) The employee is responsible for registering and paying for the approved Program of Study. Once registered, they will provide the Training & Development Specialist with the following documentation:
 - a) a copy of the registration document and program calendar
 - b) proof of requirement for course materials, such as books, etc.
- 5) To receive reimbursement for defined costs of successfully completed courses, the employee will provide the Training & Development Specialist a completed Expense Reimbursement Claim Form including the following supporting documentation:
 - a) an original receipt for tuition from the educational institution;
 - b) an original receipts of acquired course textbooks or other supporting materials; and
 - c) a copy of the employee's transcript or statement of grades at the end of each semester, and
 - d) at the end of the Program of Study a copy of final degree (to be retained in the employee's personnel file within Human Resources).
- 6) Upon receipt of the required documented evidence, the Training & Development Specialist will advise the employee's respective Manager to approve the expense claim and submit to Accounts Payable for processing.

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- 7) Failure to provide the required documented evidence will result in no reimbursement payments for the unsupported claimed expenses.

Return of Service Period

Education assistance is designed for NTPC employees who are expected to continue service for a period of time that shall justify the investment expense. Successful completion of the Program of Study is required to maintain edibility for education assistance.

NTPC is not liable for any payments of an incomplete program regardless of circumstances around a breach of the Agreement, and the employee forgoes any future reimbursement request related to the Program of Study. In the event that the employee is required to repay funds to NTPC, the employee authorizes NTPC to deduct all funds owing to the Corporation from any monies that may be owing by the Corporation to the employee.

Examples of breach of contract include but are not limited to, the following:

- 1) Should the employee, without prior approval of NTPC, fail to successfully complete the Program of Study within the specific timeframe defined in the Agreement, the Agreement will be deemed void and terminated, requiring the employee to repay NTPC all assistance provided by NTPC to the employee under the Agreement. A repayment plan will be negotiated between the employee and Human Resources; however, all funds must be paid in full within:
 - a) 12 months, for post-secondary education, or
 - b) 24 months, for graduate education.

Where this repayment plan would result in payments in excess of fifteen per cent (15%) of the employee's net earnings per pay period, alternate arrangements will be made. If the employee leaves NTPC (except for reason of death, layoff or permanent disability) during the course of this repayment plan, all funds will be immediately payable.

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- 2) If the employee leaves NTPC (except for reason of death, layoff or permanent disability) during their Program of Study, all funds advanced under the Agreement will be immediately payable.
- 3) If the employee leaves NTPC's (except for reason of death, layoff or permanent disability) following the first three (3) years of completing their Program of Study, they will be responsible to return a pro-rated portion of the funds advanced under the Agreement, based upon the following Return Service Periods:
- i) **12 months or less** following the completion of the Program of Study:
100% reimbursement to NTPC;
 - ii) **After 12 months** following the completion of the Program of Study:
50% reimbursement to NTPC;
 - iii) **After 24 months** following the completion of the Program of Study:
25% reimbursement to NTPC;
 - iv) **After 36 months** following the completion of the Program of Study:
No reimbursement required.

References

Application for Training Form

Employee Education Assistance Agreement

Collective Agreement

Policy History

Date	Revision #	Description of Change
December 20, 2017	1.1	Clarity around Return of Service requirements. Combined Post-Secondary Education (HR-07-11) and Graduate Education (HR-07) into one policy.