

## Training Reimbursement Policy & Application

### Eligibility

Improvix will either pay for or reimburse employees for training depending on the type and timing of the training. Improvix will provide reimbursement for tuition, books, courses, conferences, certifications, and admission fees if:

- Full-time employees who have successfully completed their new hire Introduction and Training Period.
- The Course/Training is directly related to the job held by the employee or future job opportunities at Improvix, or
- Considered to be of value to Improvix’s status with its Customers, and
- Taken from an accredited institution, college, or university.

### Training Reimbursement Criteria

- Reimbursement will be made for each course (up to the annual maximum) in which you receive the following grades:

Pass/Fail Courses	Pass
Certificate Course	Certificate Received

- Employees are eligible for annual reimbursement of pre-approved expenses up to \$2,000 (the annual maximum) to accommodate ongoing professional growth.
- If the employee takes Mandatory Training, the Company will pay for the training in advance whenever permissible.
- All reimbursements are processed through Improvix's payroll system and may be subject to income tax.
- The payment of any taxes due is the sole responsibility of the employee.

An employee is **ineligible** for reimbursement if:

- The employee has received a disciplinary action within six months prior to his or her request for pre-approval.
- The employee is still within their new hire Introduction and Training Period.
- The requested training is outside the scope of the employee’s job, duties, or internal IPX opportunities.

**If an employee receives tuition reimbursement and that employee is terminated (except for Company lay-off) or if the employee resigns within one-year of the date of reimbursement, the employee will be required to reimburse Improvix the full amount of the tuition and/or training paid out to the employee.**

### Training, Conference, and Seminar Criteria

Improvix classifies training (which includes certifications, conferences, and seminars) into three categories: Internal, Mandatory, and Individual.

- *Internal Training:* Most employee training will occur onsite, at the employee’s assigned Program Office, during the new hire Introduction and Training Period. (i.e., program-specific Mandatory Security Briefings, Cybersecurity Awareness, and generalized Corporate Orientation.)
- *Mandatory Training:* Employees are required to obtain training or attend a conference or seminar at the request of the Company or its customer.
- *Individual Training:* An employee identifies training, conference, or seminar needs outside of the other classifications, and is directly related the employee’s current work or the future needs of Improvix. The successful completion of the training must realistically be expected to enhance the employee's job performance.

**Improvix management will ensure the fair and equitable administration of this policy in accordance with Improvix's Equal Employment Opportunity, Harassment and Discrimination Policies. Improvix reserves the right to deny reimbursement for training that meets above referenced criteria but is not consistent with the intent of this policy, in its sole and absolute discretion.**

### Obtaining Mandatory or Individual Training

To obtain Mandatory or Individual Training, an employee must:

1. Complete the following Training Application and submit to the employee's immediate Supervisor for preliminary approval.
  - The cost of the training course, seminar, conference, or certification must be competitively researched to provide the best value to the Company.
2. The Supervisor will review and validate the request and forward it to the HR Department for approval. **Once the HR Department approves the application, the employee may take the Training.**
3. The employee must provide all receipts for the purchase of the training registration, travel, and lodging, if needed. (Please review the Improvix Travel Policy and the Expense Reimbursement Instructions to complete this step.)
4. Please advise the HR Department of all completed training activities to keep your training records up to date.

**If an employee has paid for or enrolled in any trainings or certification courses prior to submitting the Training Application, they are at risk of being declined due to non-compliance.**

## Training Application

Employee Name \_\_\_\_\_ Hire Date: \_\_\_\_\_

Contract Location: \_\_\_\_\_ Project Name/Code \_\_\_\_\_

Name of Training: \_\_\_\_\_

Training Location: \_\_\_\_\_

Training Dates: \_\_\_\_\_

Training Cost: \_\_\_\_\_

Travel Cost: \_\_\_\_\_

Lodging Cost: \_\_\_\_\_

Is the Training Mandatory or Individual?	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Individual
Is the Customer paying for Mandatory Training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Customer paying for Employee's time while at Mandatory Training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Management Justification:**

If, for any reason other than an Improvix lay-off, my employment with Improvix terminates within one year from the training/certification reimbursement date, I agree (1) to repay Improvix the full amount of the training/certification reimbursement; (2) that unless I have fully repaid Improvix, I hereby authorize Improvix to deduct the training/certification reimbursements costs from my final paycheck; and (3) that if Improvix requested that I take the referenced training/certification, I will not be required to repay the training/certification costs. If Improvix is forced to take legal action to collect the training/certification costs, I hereby agree to pay all Improvix's legal fees associated with the collection action.

***By applying my electronic signature below, I acknowledge that I have received and reviewed the Training Reimbursement Policy and Application and agree to the terms. I constitute my electronic signature to the same extent as if I had used my written signature.***

Employee Signature		Date	
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**Improvix Leadership Approval:**

***By applying my electronic signature below, I acknowledge that I have reviewed this employee's Training Reimbursement Application and approve. I constitute my electronic signature to the same extent as if I had used my written signature.***

Supervisor		Date	
Human Resources Department		Date	
Accounting Department		Date	