



Partners for Workplace Safety<sup>SM</sup>

## Education/Tuition Assistance

During annual performance reviews, supervisors are encouraged to provide not only performance assessments, but also job coaching. This will provide an opportunity for education development goals to be reviewed and discussed. In order to achieve both corporate and personal goals, MEMIC will provide educational tuition assistance to all staff members who are regular employees with at least 6 months of service. All course work must be job-related. Employees must complete a "Request for Education Assistance" form prior to attending the class. It must be submitted to the supervising manager for initial approval and forwarded to the Human Resources Department for final approval. Once approved, the employee will be eligible for 50% reimbursement of course and books. After successful completion of the course, the employee must submit a grade of "C" or better and proof of payment for the remaining 50%. Employees must be employed by the company at the time of completion of the course in order to be entitled to reimbursement. Employees are eligible for up to \$5,250 in expenses per calendar year.