

## TUITION REIMBURSEMENT

### For Continuing Education

Benesch will assist the efforts of full-time employees in continuing their education by providing limited financial assistance through tuition reimbursement as outlined in this policy. The goal of this program is to improve employee performance and productivity, in a manner that benefits both the employee and Benesch. This program is intended for full-time employees who want to take educational courses from time to time that are related to their job and contribute to the development of knowledge, skills, and abilities for their advancement within Benesch. General conditions apply as follows:



#### Eligibility

Full-time employees who have been on full-time status for a minimum of 60 days are eligible to apply for up to 75% of tuition reimbursement.



#### Annual Reimbursement Limit

The IRS allows tuition reimbursement contributions up to \$5,250.00 tax-free per calendar year. Eligible employees may be eligible for reimbursement up to this amount every calendar year, subject to the general and specific conditions specified herein. This IRS allowable limit is monitored for changes.



#### Reimbursement Criteria

Employees may attend either tax supported, accredited institutions or accredited private or commercial schools, including online course offerings. Except in those locations where tax-supported institutions do not offer equivalent course work, tuition reimbursement will be limited to 75% of the amount that would be paid for resident or in-district tuition at a local tax supported, accredited institution.

The costs of books, fees, and any other non-tuition expenses are the responsibility of the employee and will not be considered for reimbursement.

Each course applied for must be specifically related to the employee's job and contribute to the improvement of the employee's development of knowledge, skills, and abilities in carrying out their job.

## Tuition Reimbursement and Licensure/Registration

Tuition reimbursement will be made upon submission of a document from the school or institution evidencing satisfactory completion of each course with a grade of "B" (or its equivalent) or better. Tuition for pass / fail courses is not eligible for reimbursement under this policy.

### Reimbursement Process

Employees interested in obtaining financial assistance under this program must submit a written Course Approval Application form for each course to their immediate supervisor, with copies to their Group or Division Manager, at least two weeks prior to the submittal date for registration. The application must include:

- Course description
- Explanation of course benefits related to performance of job duties
- Course cost
- Course meeting times

Once a course is complete, employees can complete the Course Completion Form and include copies of a passing grade, along with a bill/tuition statement. This should be submitted to their immediate supervisor for approval, with copies to their Group or Division Manager. Once approval is obtained, these forms should be sent to [Benefits@Benesch.com](mailto:Benefits@Benesch.com) for final approval and processing.

### Reimbursement of Funds

In order to receive reimbursement, the employee must be classified as full-time through the date of reimbursement and must agree to repay Benesch the actual cost of tuition received if the employee elects to leave Benesch or is terminated for cause within two years of receipt of reimbursement for each course taken. No payment will be made to employees who have voluntarily reduced their status below full time or voluntarily terminated their employment prior to reimbursement.

The Benefits Team will process all forms received and submit to the appropriate department for payout.

The costs of tuition reimbursement will be charged to the Division to which the employee is assigned at the time of reimbursement.

- If the course is to be taken during normal work hours, a schedule of how the employee will make up the required work hours must be included.

Approving Managers will consider divisional and company performance, the employee's projected work schedule and assignments, and other factors relevant prior to approving a request for tuition reimbursement. Once approval is obtained, this form should be sent to [Benefits@Benesch.com](mailto:Benefits@Benesch.com) for final approval and tracking.

## LICENSURE/REGISTRATION

### For Professional Employees

Benesch defines professional employees as those in a full-time employment status actively pursuing or currently holding licensure or registration. Benesch encourages all professional staff to obtain their initial licensure or registration as soon as they are eligible, regardless of their job responsibilities.



*Once professional employees have received their initial licensure or registration, reciprocity in additional states is facilitated by the comity process.*



#### Licensure/Registration/Certification

Benesch will pay a professional employee for the time to take one scheduled examination for each different licensure/registration, with the limitation that the charge for any single day cannot exceed the employee's normal workday. This excludes employees taking exams for "in training" licenses. Benesch will reimburse for other certifications subject to the approval of the employee's Division Manager. Benesch will also reimburse a professional employee for the application, registration and any associated testing fees for one scheduled examination for each different licensure/registration or approved certification. However, any expenses related to travel and travel times are not reimbursable.

Employees who successfully pass a professional licensure exam may request reimbursement of up to \$2,000 for a single exam preparation course. To receive reimbursement, employees must submit an expense report with all required receipts, following the standard expense reporting process. Please note that only the first preparation course will be reimbursed; additional or repeat courses are not eligible. Employees may charge up to two regular workdays (during the normal work week) to Professional Development (6.xx) for exam preparation during the two weeks leading up to their initial licensure exam. This benefit is available only for first-time exam attempts.

Benesch will pay for all subsequent renewal fees for their initial licensure/registration or approved certification in a particular profession. If Benesch requires a professional employee to become licensed/ registered in additional states because of projects located in these states, then Benesch will pay those fees as well.

## Tuition Reimbursement and Licensure/Registration

With regard to our employees sitting for the Fundamentals of Engineering (FE) or the Engineer in Training (EIT) exam, Benesch will provide reimbursement for the exam fees only, subject to approval from the employee's Division Manager.

All current licensure/registration certificates must be displayed, in accordance with licensure/registration laws, in a prominent location in the employee's workplace.

Employees are responsible for updating and maintaining accurate educational, license, and certification information in ADP.

### **Licensure, Registration or Approved Certification Bonus**

Employees that successfully pass their primary exam and obtain license, registration, or approved certification will receive a bonus of \$2,000.00 via payroll. This can be used at the employee's discretion towards reimbursement for any expenses related to exam preparation such as materials, study guides, exam preparation courses or other study expenses if incurred and only allowed for one time for each specific primary exam. This policy only applies to new licenses, registrations or approved certifications obtained after June 1, 2022.

To receive the bonus, employees must submit via online request along with documentation as detailed in online employee request form: a copy of license, registration or certification from state or licensure/certification entity. Employees must also update their ADP employee record to include new information to receive bonus. The licensure or certification should be conferred by either a licensing body or recognized professional organization based on rigorous criteria such as graduation from an accredited university, experience, passing a proctored examination(s), etc. and online request approved by employee's manager and/or Division/Corporate Manager. Only the initial license or certification will receive bonus and should be necessary for the employee's role.

Licenses and certifications that are approved to receive the bonus are listed below. Please contact your Regional Manager to request additional licenses or certifications to be added.

- AICP certification - American Institute of Community Planning
- ASLA certification - American Society of Landscape Architects
- CPA license - Certified Professional Accountant
- CVS certification - Certified Value Specialist
- PE license - Professional Engineering
- PG license - Professional Geologist
- PLS license - Professional Land Surveyor
- PLA license - Professional Landscape Architect
- PTOE certification - Professional Traffic Operations Engineer
- SE license - Structural Engineering License

### **Licensure/Registration Guidelines**

Project managers must hold licensure or registration in the state in which their projects are located. Licensed or registered project managers are responsible for sealing contract documents and must not participate in any engineering activities beyond the scope of their official job responsibilities.

### **Professional Liability**

Benesch carries Professional Architectural and Engineering Errors and Omissions Insurance. All licensed professional employees are covered by this professional liability insurance. This insurance protects Benesch against a claim of error and omission brought against Benesch by a third party in a Civil Suit under the legal Tort system. However, there is no ultimate protection against a professional losing licensure or registration for committing acts of gross negligence, as determined by the State Department of Professional Regulation.

All licensed professionals are encouraged to complete a professional liability course. Contact Human Resources for more information.