

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
EMPLOYEE EDUCATION
BOARD POLICY NO. 202
Supersedes Policy # 31

SUBJECT: Payment for Employee Training

OBJECTIVES: To establish a policy for the provision of training to employees

POLICY:

It shall be the Policy of the Board of Trustees ("Board") that, in the interest of the Cooperative and its employees, educational training such as seminars, on the job training, and correspondence courses will be made available.

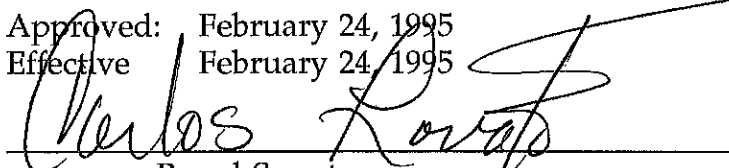
Educational seminars and "on the job training" will be provided during normal working hours and at the expense of the Cooperative.

Correspondence courses such as the Independent Study Program offered through the U.S. Department of Agriculture or those offered by regional universities and other accredited schools will be made available to employees. Courses taken within the related field of an employee's job classification will be reimbursed by the Cooperative at the rate of 75% of the course fee subject to a satisfactory passing grade. Courses taken not related to the field of an employee's job classification will be reimbursed by the Cooperative at the rate of 50% of the course fee subject to a satisfactory passing grade. Courses taken in the non-related field will be limited to (1) one per calendar year. Correspondence courses will be taken within the employee's own time.

The Manager shall be authorized to review and approve educational materials and courses and to determine whether the courses are related to the Cooperative work.

The Board shall be responsible for the enforcement of this policy.

Approved: February 24, 1995
Effective February 24, 1995


Board Secretary