



ADDITIONAL BENEFITS

Additional resources are available beyond just health insurance.

TUITION REIMBURSEMENT

SavATree encourages its employees to pursue continuing education in order to improve and expand their level of knowledge and skills. Employees are encouraged to enroll in courses which pertain to their employment position with **SavATree**. Eligible employees, who choose to subscribe to a specific course and wish to obtain financial participation from **SavATree**, must present their request, with cost, to their Manager for approval. Employees are eligible for such consideration after two (2) years of continuous employment.

Approved courses will be reimbursed at 80% including tuition, books and fees. Upon presentation of registration notice and invoices, employees will receive 30% of the cost of the course. The remaining 50% will be reimbursed after submitting a certificate of successful completion of the course. For courses commencing in 2013 and thereafter, an annual cap of \$5,250 will apply.

If **SavATree** requests that an employee enroll in a specific course for purpose of expanded job duties or potential promotion, then **SavATree** will pay for the cost of such course and materials in the following manner: 50% upon enrollment and submission of course costs and materials (the employee advances the remaining 50% of the cost of the course at that time). Following the successful completion of the course of study, the employee will be reimbursed the 50% of the cost of such courses which were advanced by such employee.

Following the successful completion of such courses, employees may be requested to present orally or in writing, a demonstration of the skills obtained in their course of study.