



Lifelong Learning Objective

CORE VALUE: Lifelong learning is one of Central Valley Ag's core values. By focusing on employee development, CVA aims to achieve its key objective of being an employer of choice and customer intimacy.

OBJECTIVE: To encourage employee's lifelong learning by providing financial assistance for certain education-related expenses. This program is not just for college-level courses, but for any learning opportunities. This benefit is intended to assist in increasing employee competence in a current position or to prepare employees for possible advancement within the cooperative. The goal of this program is to invest in our employees and improve recruitment and retention.

EMPLOYEE ELIGIBILITY: Regular full-time employees are eligible after 1 year of full-time service. The employee must be pursuing a degree, course, class or certification that is reasonably applicable to the employee's career path.

APPLICATION PROCESS: In order to receive reimbursement for eligible expenses, an employee must fill out an application for the program available in Coupa to be approved by employee's direct supervisor, as well as the Senior VP of the division at least 60 days before enrolling in a course to ensure eligibility.

TUITION REIMBURSEMENT: The amount of cost covered will be determined on a case-by-case basis. Eligible expenses include:

- Tuition and fees charged by an accredited college or university
- Cost for any qualifying programs (conferences, seminars, trainings, etc.)

REIMBURSEMENT PROCESS: The employee will be reimbursed for tuition and fees remaining after any grants, scholarships, and other financial aid have been applied. A grade of "C" or higher must have been earned to qualify for reimbursement. A tuition statement and proof of grade(s) earned must be submitted with Coupa Reimbursement within 90 days of course completion date to receive reimbursement.

- Employee must complete and have approved Lifelong Learning Application (pre-authorized) prior to the start of the class, preferably 60 days prior to start date of classes.

REPAYMENT AGREEMENT: If the employee voluntarily resigns or is involuntarily terminated due to cause, the employee will have to repay any education assistance received from 12 months previous of the termination date.

QUESTIONS?

For approval information, please contact your supervisor/manager.

For program inquiries, please contact the Talent Team at talent@cvacoop.com or your Regional Talent Coordinator.