

EDUCATIONAL POLICY

The Securities Department encourages its employees to continue their educational pursuits and has developed the following policy to systematically consider employee requests.

The Securities Department may pay up to one half of the registration fees for an employee to attend classes at institutions of higher learning or other training institutions. One quarter of the total cost of a course will be paid at the time of registration and the other quarter will be paid upon successful completion of the course.

Prior to enrolling in a course, an employee must submit the Education Request Form (SFN 51462) stating the type of course planned along with the cost of the course. The request must be approved by the Securities Commissioner

The course must be directly related to the office practices or an employee's particular work requirements in the office. If a course falls outside of the normal work related criteria, however and would benefit the employee in the work setting or the overall office in an indirect way, the Securities Commissioner will make the approval on a case-by-case basis.

With the benefit of flextime scheduling, an employee may be allowed to attend classes during regular business hours. An employee attending classes during regular business hours will still be required to complete 40 hours of work per week. An employee attending classes outside of regular business hours (evenings and weekends) will not be compensated time or pay for the time spent in the classroom.