

## **5.05 Employee GED Bonus Plan Program**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to encourage employees to further their formal education.

### Procedure:

Eligible employees who elect to pursue their GED and obtain a GED certificate may apply for a bonus according to the following outlined procedures:

### Eligibility:

Requests will be considered without regard to race, color, religion, sex, national origin, age, disability, military status, pregnancy or political affiliation. Eligible employees are those assigned to full-time (average 35 or more hours per week) or part-time (less than 35 hours but average 24 or more hours per week), whose appointments are other than temporary, and who have been continuously employed in good standing for one year.

### Approval and Payment:

Employees who wish to pursue their GED must complete a GED Bonus Form and forward it to the Human Resources Department for approval. If approved and upon receipt of their GED, the employee should forward a copy of the certificate to the Human Resources Department for payment.

Eligible full-time employees will receive a \$200.00 bonus. Eligible part-time employees will receive a \$100.00 bonus. Bonuses will be awarded after receipt of their GED.

Total employee bonuses shall be capped in the annual budget.

Human Resources will notify the Marketing Department so they can prepare a special recognition certificate.

Licking/Knox Goodwill Industries, Inc., reserves the right to withdraw or evaluate this program at any time.