



JRayl Transport Education Reimbursement Policy:

JRayl Transport encourages employees to pursue professional development through the pursuit of higher education from an accredited institution outside of company time. The education that will prepare an employee for greater responsibility and encourage career development within the company. JRayl Transport, Inc. will pay for courses which directly relate to your present job or for courses which will help you prepare for more responsibilities or for various positions within the organization. All courses must be approved by your manager, and Human Resources.

JRayl reimburses expenses for any approved course started after your full-time employment with the company begins, but reimbursement of expenses will not begin until you have completed six (6) weeks of training, and one (1) month of full time employment following graduation from the training course. JRayl Transport will reimburse up to one course per year (for example, CDL license certification), capped at \$5,000 annually, to include related fees, books, and materials. Proof of payment must be provided in order to satisfy reimbursement requirements, and reimbursement will be provided at a rate of \$250 per month, for as long as the employee remains an employee in good standing, until the cap is met for either the total cost of the course or the company maximum of \$5,000.

Payback schedule:

Within six (6) months of the completion of degree program: 100%

Within one (1) year of the completion of degree program: 50%

After (1) year from the completion of degree program: 0%