

TOOLBOX TALK

Non-Union Craft Tuition Reimbursement

Please share some of the highlights of the program. See page 2 for more details of the program. We recognize this benefit is not available to all of the crew now since they may not have 3 years of service, but it will be available to them when they attain 3 years of service.

Highlights:

- Mortenson is adding a new benefit for non-union craft team members to receive reimbursement for completed classes to continue your education.
- Eligible team members are full-time non-union craft with combined service of 3 years or greater.
- Benefit is available now and began on January 1, 2021!
- Level of reimbursement varies based on type of degree:
 - Technical or Associate – up to \$1,000 annually (\$5,000 lifetime maximum)
 - Undergraduate – up to \$3,000 annually (\$15,000 lifetime maximum)
 - Graduate – up to \$5,000 annually (\$25,000 lifetime maximum)
- Visit www.mycraftbenefits.com for more details
- As a reminder there are plenty of other benefit resources available on mycraftbenefits.com including the newly offered tobacco cessation program by QuitGenius and expert medical second opinion by 2nd MD.

We are excited to offer this benefit and appreciate you sharing the news with your crew!

-Mortenson Benefits

Tuition Reimbursement Program:

Eligibility

In order to be eligible, team members must meet the requirements below:

- Full-time (40 hours / week)
- Non-Union
- Combined service of over 3 years
- Employment in good standing
(*not on a performance improvement plan*)

Benefit

Eligible Programs and Degrees:

- Must be completed at an accredited trades school, college, or university
- Pursuing a type of degree that is applicable to current or future employment at Mortenson
(*nursing, art history would be ineligible, engineering, electrical, engineering, accounting, would be eligible*)
- In certain circumstances, Approved Certificates from an Eligible Educational Institute

Reimbursement amount varies based on the type of degree:

- Technical or Associate – up to \$1,000 annually (\$5,000 lifetime maximum)
- Undergraduate – up to \$3,000 annually (\$15,000 lifetime maximum)
- Graduate – up to \$5,000 annually (\$25,000 lifetime maximum)

Eligible Expenses: Tuition, registration fees, and books

Steps to Apply and Receive Reimbursement

1. Team member will need to complete the [Tuition Reimbursement Application](#) (also available on [mycraftbenefits.com](#)). Completed form should be sent (email if possible) to their Superintendent & Field Operations Manager for approval
2. Submit approved Tuition Reimbursement Application to askHR@mortenson.com
3. Complete the coursework with a passing grade, minimum of C or better
4. Submit a [Tuition Reimbursement Form](#), with supporting documentation of payment and completion with a passing grade

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