

# PRECISE DOOR COMPANY

## OPTIONAL EDUCATION & TRAINING REIMBURSEMENT AGREEMENT

**Purpose:** This agreement applies only to optional education, certification, conference, or training opportunities that are not required as a condition of employment or continued employment.

### 1. Employee and Program Information

**Employee Name:** \_\_\_\_\_

**Program / Certification:** \_\_\_\_\_

**Provider / Event:** \_\_\_\_\_

**Program Dates:** \_\_\_\_\_

### 2. Voluntary Participation

**Employee acknowledges that participation in the above education or training opportunity is voluntary.** The program is not required to obtain or maintain Employee's position with Precise Door Company ("Company"), and Employee has chosen to participate and receive Company financial assistance for the program.

### 3. Company-Funded Costs

The Company agrees to pay or advance the approved costs listed below. Only actual, documented costs paid or advanced by the Company are included unless a different amount is stated in writing below.

|                                      |          |
|--------------------------------------|----------|
| Registration / Tuition / Course Fees | \$ _____ |
| Airfare / Lodging / Transportation   | \$ _____ |
| Per Diem / Meals                     | \$ _____ |
| Testing / Certification Fees         | \$ _____ |
| Other Approved Cost                  | \$ _____ |
| Total Company-Funded Amount          | \$ _____ |

### 4. Employment Commitment and Repayment

**Commitment Period:** Employee agrees to remain actively employed and in good standing with the Company for \_\_\_\_\_ months following completion of the program, ending on \_\_\_\_\_.

If Employee voluntarily resigns before the end of the Commitment Period, or is terminated for cause before the end of the Commitment Period, the unpaid reimbursement obligation becomes immediately due and payable, subject to applicable law and the terms below.

#### Repayment Method (select one):

- ☐ Full repayment: 100% of the Company-Funded Amount is due if separation occurs before the end of the Commitment Period.
- ☐ Prorated repayment: Amount due decreases proportionally each full month Employee remains employed during the Commitment Period.
- ☐ Custom schedule: \_\_\_\_\_

### 5. Separation Not Triggering Repayment

Unless otherwise required by law or a separate written agreement, repayment will not be required if the Company terminates Employee without cause, eliminates Employee's position, or the parties agree in writing to waive repayment.

### 6. Final Paycheck and Remaining Balance

Any amount owed under this agreement becomes due upon separation. The Company may apply amounts from Employee’s final paycheck only to the extent permitted by applicable law and only with any written authorization required by law. The Company will not withhold Employee’s final paycheck merely because a reimbursement balance remains unpaid. Any remaining balance after lawful deductions remains a debt owed to the Company and may be collected through lawful means.

**7. No Guarantee of Employment**

This agreement does not alter the at-will employment relationship or guarantee employment for any specific period. It creates only the reimbursement obligations described above.

**8. Entire Agreement; Changes**

This document contains the parties’ agreement regarding reimbursement for the program identified above. Any amendment, waiver, or different repayment arrangement must be in writing and signed by both Employee and an authorized Company representative.

**9. Acknowledgment**

By signing below, Employee acknowledges that Employee has read and understands this agreement, has had the opportunity to ask questions before signing, understands that participation in the program is optional, and voluntarily agrees to the repayment terms stated above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative Printed Name / Title

*Company use: Attach itemized invoices/receipts and any separate payroll deduction authorization to this agreement.*