

Class 1A Tuition Reimbursement

Number: HPL-APR-HSET-418	Revision Date: 04-JAN-2023	Approved By: VP of HSET & HR
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PURPOSE

To provide guidance to employees on how to apply for reimbursement for a Class 1A driver's licence through Hundseth Power Line Construction.

SCOPE

This Administrative Procedure applies to all divisions within Hundseth Power Line Construction herein to referred to as "Hundseth," "HPL" or the "Company."

ROLES & RESPONSIBILITIES

Employee:

- Review and meet the requirements to obtain a Class 1A driver's licence https://www.sgi.sk.ca/pro-driver/-/knowledge_base/pro-drivers/class-1-licence.
- Obtain written approval from your manager on HPL-FOR-HR-591 Tuition Reimbursement Request form.
- Provide proof of completion to humanresources@hundseth.ca.

Manager:

- Provide approval to employees as required.
- Provide the completed form to humanresources@hundseth.ca for processing.
- Maintain communication with the employee during the Class 1A program.
- Provide guidance and training if required.

Payroll:

- Process the HPL-FOR-HR-591 Tuition Reimbursement Request form.
- Reimburse the employee at the payment intervals below.

PROCEDURE

Step 1: Obtain approval from your manager.

Step 2: Notify your manager of your class date to ensure coverage.

Step 3: Complete your training.

Step 4: Submit documentation of your Class 1A completion to humanresources@hundseth.ca

Step 5: You will obtain your reimbursement amounts as follows:

- Year 1 Anniversary Date: 25% of the total cost returned to the employee
- Year 2 Anniversary Date: 25% of the total cost returned to the employee

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- Year 3 Anniversary Date: 25% of the total cost returned to the employee
- Year 4 Anniversary Date: 25% of the total cost returned to the employee

COMPENSATION

Hundseth Power Line Construction will compensate the employee for the following during their training:

- Wages. All time will be paid at regular time. No overtime will be paid for tuition hours.
- Accommodations (*if required and approved*)
- Travel (*if required and approved*)
- Tuition will be paid in full after the 4-year tuition reimbursement anniversary. If employment is terminated within the 4-year period, the remaining reimbursement amount owing to the employee will be forfeited.

REFERENCES

- https://www.sgi.sk.ca/pro-driver/-/knowledge_base/pro-drivers/class-1-licence
- HPL-FOR-HR-591 Tuition Reimbursement Request