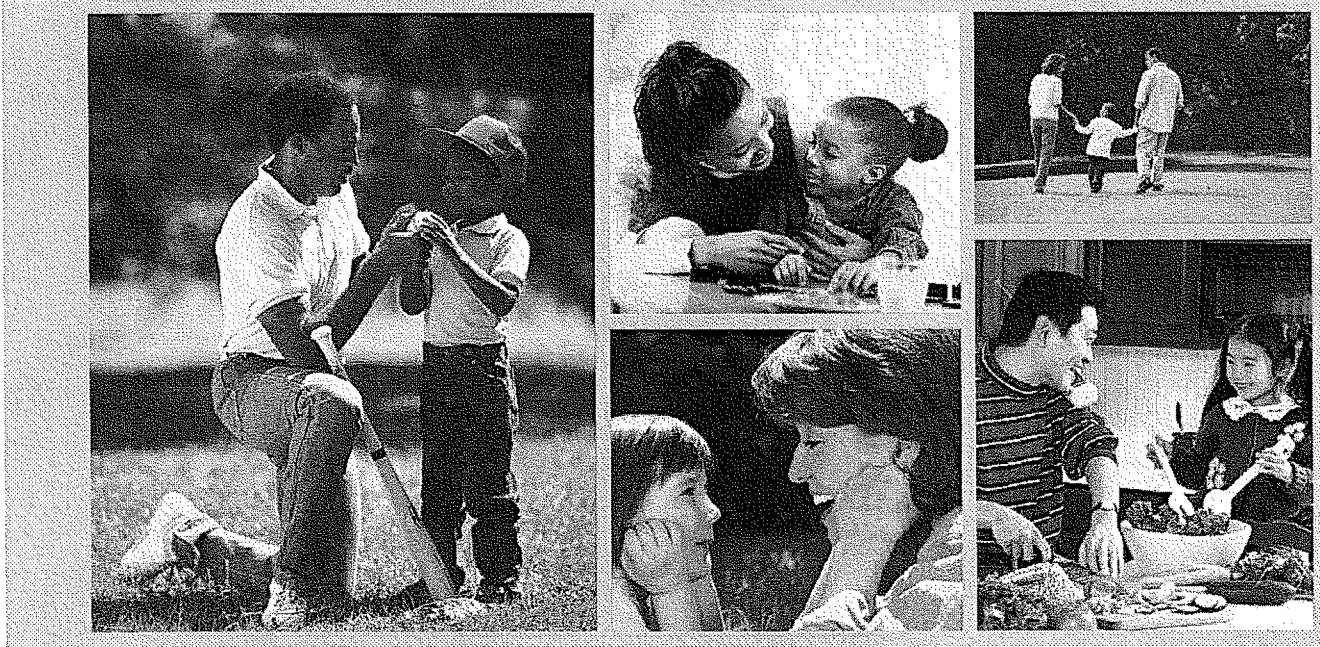




## Summary of Benefits Handbook



Employees Represented  
by the IBEW, ESC or SEIU

WORK/LIFE BENEFITS

Tuition Refund Plan

## **Tuition Refund Plan**

Pacific Gas and Electric Company offers the Tuition Refund Plan. The Tuition Refund Plan allows you the opportunity to enroll in approved courses. These approved courses are designed to assist you in performing your current duties in the most productive manner possible and to help enable you to assume new duties in the future.

The Tuition Refund Plan is a Company practice and is not subject to employee benefits regulations including, but not limited to, ERISA.

### **Eligibility**

Full-time employees on the active payroll are eligible to utilize the Tuition Refund Program after completing six months of continuous service and attaining regular status. Eligibility must be maintained throughout the duration of the course(s).

You are not eligible for Tuition Refund Program benefits if you are a part-time employee, temporary employee, summer hire, a summer technical intern, a contract, agency, or leased employee, a hiring hall employee, a retired employee or an employee covered in an apprentice classification covered by the provisions of the Master apprenticeship Agreement.

### **Tuition Refund Application**

Applications must be completed online at the **Learning Development > Career Development** section of the HR intranet or you can call the HR Service Center at company extension 8-223-4357, externally at 415-973-HELP (415-973-4357) or 1-800-788-2363.

Your application must be submitted and approved **before** you enroll in the course.

When you use the on-line application process, your application automatically routes to the HR Learning Services upon supervisor approval.

Paper applications are available for those employees who do not have access to a computer. You may request a paper application by calling the Tuition Refund Plan Helpline at 1-925-270-2775. If you use the paper process, your completed application, including your supervisor's signature, must be sent to:

Company mail: 1850 Gateway Blvd., 7<sup>th</sup> Floor, Concord

U.S. Mail: 1850 Gateway Blvd., 7<sup>th</sup> Floor, Concord, CA 94520

If you prefer, you may fax your completed application to the Tuition Refund Plan Office at:

1-925-459-7331

### **Contact Information**

If you have questions about your eligibility to participate in the Tuition Refund Plan or about your application, payment in advance, textbook reimbursement, or employee records, you should contact the Tuition Refund Plan Office. The contact information is:

Tuition Refund Helpline: 1-925-270-2775

Email: PGETuition@pge.com

**WORK/LIFE BENEFITS****Tuition Refund Plan**

## Course Approval Criteria

The course you take must meet the following criteria in order to be considered eligible for the refund:

- It must add to your effectiveness in your job or will lead you to acquire qualifications for positions to which you could reasonable expect to advance.
- It must contribute to your overall development.

In addition, courses must be accredited/approved by one of the following:

- Western Association of Schools and Colleges or one of its regional counterparts;
- State Department of Education;
- State Private Post-Secondary Education Institution; or
- Distance Education Training Council.

Contact the Tuition Refund Plan Hotline at 1-925-270-2775 for more information.

## Tuition Costs Covered

You are eligible for a refund of covered costs which include the following:

- Tuition
- Registration fees
- Laboratory fees
- Textbooks

To receive a refund, eligibility must be maintained throughout the duration of the course(s).

## Tuition Costs Not Covered

Costs that are not covered include:

- Materials, supplies and equipment
- Food
- Lodging
- Transportation
- Examination fees (e.g., GMAT, SAT, PE)
- Parking

**WORK/LIFE BENEFITS****Tuition Refund Plan****What the Plan Will Pay****IBEW- and SEIU-Represented Employees**

The Plan will pay 75% of covered costs where the institution includes the cost of textbooks and/or supplies in its charges or fees, or in all other cases, 90% of covered costs. Payment is limited to \$1,200 per calendar year for IBEW represented employees and \$700 per calendar year for SEIU employees.

Payments are applied to a given calendar year limit based on the start date of the course.

**ESC-Represented Employees**

The Plan will pay 100% of covered costs. Payment is limited to:

- \$5,250 per calendar year for Engineering, Computer Sciences, Environmental Sciences, and Business courses or degree programs, English as a Second Language (ESL) courses, and foreign language courses for languages which are reflective of our customer base; or
- \$3,000 per calendar year for all other job- or career-related courses or degree programs.

In no case can payments for a calendar year exceed \$5,250. Payments are applied to a given calendar year limit based on the start date of the course. Annual tuition limits are prorated for part-time employees.

**Payment in Advance**

Immediately after your application is approved, you will receive a Tuition Voucher by e-mail. Instead of paying your tuition and fees at the time of registration, you can give the registrar or cashier your voucher if the school will accept our voucher. The school will bill PG&E for your approved tuition and fees.

Out-of-pocket expense for textbooks is reimbursed after successful course completion. Itemized receipts must be submitted for all textbooks along with a Textbook Reimbursement Form.

**Upon Completion of Course**

Proof of successful completion is required to maintain eligibility for payment.

The requirements are:

- A grade of "C" or better
- For non-graded courses, a certificate of successful completion or a letter to that effect from the institution
- A grade of "C" or better must be maintained for each course of an extended correspondence study program.

This proof should be sent to:

Pacific Gas and Electric Company  
Tuition Refund Plan Office  
1850 Gateway Blvd., 7<sup>th</sup> Floor  
Concord, CA 94520

**WORK/LIFE BENEFITS**

*Tuition Refund Plan*

**Reimbursement of Payments Made in Advance**

You must reimburse the Company the amount of payments made in association with a course you did not successfully complete.

Reimbursement is due at the time of unsuccessful completion of courses/programs or where a passing grade or proof of satisfactory completion is not provided within 120 days of the end of the course/program. If you fail to repay the Company within the required time periods, your participation in the Tuition Refund Program will be suspended for two years and the amount you owe will be deducted from your paycheck.