



Educational Assistance Plan for Courses Starting 8/15/2023 or After

As part of its overall benefits package, Schreiber Foods, Inc. sponsors the Educational Assistance Plan for the benefit of its partners. At Schreiber, we know it is important to invest in our most valuable asset: our partners. This Plan is a benefit available to partners who can demonstrate added value to the business by completing an approved degree or course. Through the Plan, you can receive up to 100% of the cost of tuition based on your grades when you complete each course, subject to annual and lifetime maximums. Please read these program guidelines carefully so you have a full understanding of the plan.

In order to be eligible for this program:

- The partner must be a regular full-time, non union regular part-time or supplemental active partner
- The partner must maintain a performance rating of successful or higher for both results and qualities. A missed rating requires additional approval prior to payment.
- The partner has completed the Educational Assistance application form in full and all approvals granted
- The partner undertakes a business-related degree listed under 'approved degrees' or an individual college credit course applicable to his/her job
- The partner must successfully complete the approved course with a "B-" (does not include BC) grade or better or receives a Pass on a Pass/Fail course.

The Plan will only cover tuition for approved courses up to eight (8) credits for graduate degrees and up to nine (9) credits for undergraduate degrees each semester. Credits for courses cannot be split for reimbursement purposes. Applications will be approved or denied in approximately two weeks upon receipt by the Home Office Benefits Intern. Degrees not on the 'approved' list or individual courses may take longer for approval. Degrees must be completed within seven (7) years to be eligible for reimbursement. In addition, if you change degrees or schools, you must re-apply and receive approval before reimbursement will be received.

Approved courses must be at an accredited technical school, college or university. The institution attended must have accreditation by one of the 7 following accrediting bodies to be covered under this Plan:

- [Southern Association of Colleges and Schools](#)
- [Middle States Commission on Higher Education](#)
- [New England Association of Schools and Colleges](#)
- [Higher Learning Commission](#)
- [Northwest Commission on Colleges and Universities](#)
- [Western Association of Colleges and Schools](#)
- [The Association to Advance Collegiate Schools of Business \(AACSB\)](#)

Reimbursement under the Plan is subject to annual and lifetime maximums. If you are not pursuing a degree, the maximum will be based on the degree the course would apply to.

Amounts reimbursed over the IRS Annual Limit of \$5,250 will be subject to taxes.

Regular Full-Time		
	Annual Maximum	Lifetime Maximum
Undergraduate	\$5,250	\$25,400
Graduate	\$10,000	\$25,400

Regular Part-Time or Supplemental		
	Annual Maximum	Lifetime Maximum
Undergraduate	\$2,625	\$12,700
Graduate	\$5,000	\$12,700

Once applied to the program and accepted, you may begin taking classes for which you wish to be reimbursed for. Classes taken prior to program acceptance will not be reimbursable. After you receive your grade for the class, you can request reimbursement from the Plan. Once it is processed and approved, participants can expect to see reimbursement direct deposited into the bank account on file in approximately two weeks. Request for reimbursement must be made within eight (8) months of completing a course.

If the partner terminates employment within eighteen (18) months of a reimbursement, the partner acknowledges he/she will reimburse Schreiber for educational reimbursements received within the last eighteen (18) months. The partner acknowledges that if he/she fails to payback these amounts that Schreiber has the right to recover any amounts owed by deducting those amounts from any remaining paychecks. If the final paycheck is less than amount owed, the partner acknowledges that he/she will send Schreiber a personal check for the remaining amount, paid to the order of Schreiber.

Mail checks to: Schreiber Benefits Team, 400 North Washington Street, Green Bay, WI 54301.

The following is a list of approved degrees:

ASSOCIATE DEGREES	BACHELOR DEGREES	
Administrative Assistant Accounting Business Administration Electro Mechanical Technology Software Engineering Supply Chain Management Automation and Robotics Associate of Science - General	BUSINESS ADMINISTRATION: Accounting Business Management Finance Human Resources Marketing International Business International Studies Supply Chain Management Operations Management	ENGINEERING: Mechanical Chemical Software Industrial Electrical
GRADUATE DEGREES	SCIENCE: Dairy Food Computer Information Services Microbiology Molecular Biology Bacteriology Biology Biochemistry Environmental Health and Safety	
Business Administration (MBA) Marketing Management Information Systems (MIS) Software Engineering Applied Economics with Dairy Emphasis Food Science Accounting Supply Chain Management Quality and Engineering Management	OTHERS: Occupational Health and Safety Economics Logistics Dairy/Agricultural Economics	

Other degrees or individual college credit courses may or may not be approved depending on business needs.

If your work status changes from full time to part time while you are taking an approved course, you will be reimbursed up to the maximum amount of the status you are in at the time of the reimbursement. If your status changes to Military Leave, please contact benefits@schreiberfoods.com for further information on reimbursements.

If any benefit under the Plan was paid to you and should not have been paid or should have been paid in a lesser amount and you fail to repay the amount promptly, the overpayment may be recovered by Schreiber and the Plan to the extent permitted by law from any monies then payable, or which may become payable, in the form of salary or wages or benefits payable under any Plan. Schreiber and the Plan also reserve the right to recover any such overpayment by appropriate legal action.

Your Plan coverage ends on the earliest date indicated below:

- Date of termination of employment
- Date you are no longer in a class of partners eligible for coverage
- Date the Plan is amended such that it eliminates your coverage or is terminated
- Date of your death
- Date you commit a fraud against the Plan

According to government regulations, your reimbursed cost may be considered taxable income like your regular pay. For more information about how education reimbursement is affected by taxes, see your Human Resource Representative.

Claims for Plan benefits will be reviewed by Schreiber and decided in a uniform and nondiscriminatory manner. If your claim under the Plan is denied, you may appeal the denial in writing within 60 days after the date you received the denial notice.

The Plan does not cover, including but not limited to:

- Costs over and above the annual and lifetime maximum reimbursement
- Books
- Application fees or other fees, including but not limited to:
 - Deferred payment fees
 - MBA GMAT fees
 - GED fees
 - Lab fees
 - Parking fees
- Supplies other than books, even if required, for a course including but not limited to:
 - Computer hardware or software
 - Calculators
 - Drafting tools
- Costs such as travel expenses, internet service, interest and shipping & handling
- Costs over and above those reimbursed for traditional courses for Internet and accelerated courses
- Entrance exams
- Seminars, certifications or certification programs
- Television and Video courses
- Correspondence courses
- Tuition for incomplete courses
- Costs usually covered if you receive an unsatisfactory grade, an incomplete or a grade at or below a "BC"

Send Education Assistance application, reimbursement request, and questions to HOBenefitsIntern@schreiberfoods.com.



Education Assistance Plan

Administrative Information

Name of Plan Sponsor:

Schreiber Foods, Inc.
400 N. Washington Street
Green Bay, WI 54301
(920) 437-7601

Plan Name/Number:

Educational Assistance Plan/505

Agent for Service of Legal Process:

Corporate Secretary
Schreiber Foods, Inc.
400 N. Washington Street
Green Bay, WI 54301
(920) 437-7601

Employer Identification Number:

39-1017450

Type of Plan:

Welfare benefits plan that provides educational assistance.

Plan Year:

The books of the Plan are kept on calendar-year basis.

Claims Administrator:

Schreiber Foods, Inc.

Schreiber reserves the right to amend any policies as necessary.



Educational Assistance

Frequently Asked Questions

Q. How do I begin my participation in the Educational Assistance Program?

A. First, talk with your leader about your desire to pursue ongoing education. Once the two of you have set goals for your career development and pursuing a degree is decided upon, you must complete an Educational Assistance Program Application. This application, along with specific documentation, must be submitted to your leader for approval and to your division head for approval. Home Office HR Benefits receives the application last and has final approval. Home Office HR Benefits reviews the application to ensure the program you wish to participate in meets our plan criteria and that it is related to the business.

Q. How long will it take before my application is approved?

A. This depends on how timely the application is reviewed by your leader and head of the division. Once HR has received the application AND all proper documentation, it will be processed within 10 business days from the date of receipt.

Q. Do I have to reapply each semester?

A. No, you only need to reapply if you change your degree or the school you are attending.

Q. What if my application is denied? Does this mean I cannot pursue my degree?

A. No, you can still pursue your degree, but you will NOT receive reimbursement from Schreiber for the degree.

Q. Is there a listing of eligible schools?

A. There is not a listing of eligible schools; however, the school you attend must be a member of one of the following:

- Southern Association of Colleges and Schools
- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Western Association of Colleges and Schools
- The Association to Advance Collegiate Schools of Business (AACSB)

Q. Are internet or accelerated programs or courses covered under the program?

A. Yes, if the school is accredited.

Q. I am interested in a seminar. Is this covered under the program?

A. Seminars, certifications, and certificate programs are not covered by the plan. Please see your leader for other potential options for reimbursement.

Q. Does my degree or major need to be related to the business? I am interested in a nursing degree.

A. Your degree must be valid to the business. You must demonstrate the business reason for obtaining a degree or taking a course or courses on your application. This is reviewed and plays a part in the approval or denial of your application.

Q. How do I obtain reimbursement for a course I have taken?

A. If you have received approval for a program prior to taking a course, and you have completed the course, you can complete the **Educational Assistance Reimbursement Request** form. You must attach the originals of the tuition receipt or statement from the school and the official grade report from the school. Submit to Home Office Benefits Intern. If all the appropriate documents are attached and the form is complete, reimbursement will be reviewed and approved. The Home Office Benefits and Compensation team will process the payment.

Q. I need to purchase the Microsoft Office Suite for some of my schoolwork. Will Schreiber cover this expense?

A. No, computer hardware and software are excluded. Only tuition will be reimbursed depending on the grade received. However, partners should contact the Help Desk if they are interested in a possible discount for Microsoft Office.

Q. I have received a PASS grade in a course. How will this be reimbursed?

A. Pass, A, AB, and B or better will be reimbursed up to 100%.

Q. Will Schreiber reimburse my GMAT fees?

A. No, the Educational Assistance Program excludes GMAT fees from reimbursement.

Q. Is there a maximum amount I can be reimbursed under the program?

A. The maximum reimbursement amounts under the program are as follows:

Regular Full-Time		
	Annual Maximum	Lifetime Maximum
Undergraduate	\$5,250	\$25,400
Graduate	\$10,000	\$25,400

Regular Part-Time or Supplemental		
	Annual Maximum	Lifetime Maximum
Undergraduate	\$2,625	\$12,700
Graduate	\$5,000	\$12,700

Q. Is there a maximum number of credits I can be reimbursed for under the program each semester?

A. The maximum number of credits you can be reimbursed for an undergraduate program is nine (9) credits each semester; for a graduate program the maximum is eight (8) credits each semester.

Q. Am I eligible to be reimbursed 100% of my tuition under the program?

A. You will be reimbursed up to 100% of your tuition costs if you receive an A, B, AB, or Pass in the course.

Q. Am I eligible to be reimbursed 100% for my books under the program?

A. No, we do not reimburse for books effective January 1, 2014. The reason the Plan will no longer reimburse books is because partners keep the books for their own use, or they may resell them. Also, some schools lease books or have online access for class materials.

Q. What if I cannot complete a course because of my work schedule?

A. If you were unable to complete the course because of a conflict with your work schedule, you will need your Team Leader's approval before Schreiber pays the cost of the course. Before dropping a course, discuss the situation with your Human Resources Representative.

Q. If I leave the company do I need to pay Schreiber back for what I have been reimbursed?

A. If a partner receives reimbursement for a course and terminates employment within eighteen (18) months from the date the reimbursement took place, then the reimbursement received for the course(s) must be repaid in full.

Further clarification on the education assistance can be found in the Educational Assistance Plan document. If you have additional questions, please contact the Home Office Benefits Intern.