



K2 Apprentice Sponsorship Program

Mailing Address: 1873 W Traverse Pkwy, Ste E-623
Lehi, UT 84043

Tuition Reimbursement

Apprentice Licensing Sponsorship: K2 Electric may sponsor employees to obtain their apprenticeship. This alignment is essential to meet the regulatory standards set by the Department of Labor.

Tuition Reimbursement: K2 Electric will reimburse eligible employees for school tuition costs associated with their apprenticeship program. To facilitate reimbursement, employees must submit their transcripts and receipts through the company website within a reasonable time after the completion of each semester. Books will not be reimbursed. Tuition Reimbursements may be denied if more than 50% of semester was completed outside of employment with K2 Electric. Tuition Reimbursements will not be given for any semesters completed prior to K2 Employment.

All Tuition Reimbursements must be submitted at <https://www.k2-electric.com/reimbursement>

Reimbursement Processing Time: Once approved, reimbursements will be included on the next payroll cycle as a tax-free reimbursement. If you are missing pay for a submitted reimbursement, please contact Trina.

Failed Semesters: K2 Electric will not reimburse tuition costs for failed semesters. If an employee is required to retake a semester due to failure, the company will not cover the associated tuition expenses.

Termination of Employment: If employment is terminated by either the employer or employee during a semester, reimbursement for that semester will not be paid.

Raises & Progression: Semester progression is a factor in raise determination. It is the employee's responsibility to inform management of their progress, either by submitting a reimbursement or contacting Trina when a reimbursement is not necessary or desired.

Right to Deny Sponsorship: K2 Electric reserves the right to deny apprenticeship sponsorship to any employee for any reason. This decision may be based on factors such as performance, behavior, or other considerations deemed relevant by the company.

Review & Modification: This policy will be periodically reviewed to ensure its effectiveness and may be modified as needed. Any modifications will be communicated to employees through appropriate channels.

By adhering to this Apprentice Sponsorship Work Policy, K2 Electric aims to foster the professional growth of its apprentices and contribute to their success in the electrical industry.