

**EMPLOYER REIMBURSEMENT NOTICE AND AGREEMENT**

An Employer may be eligible for reimbursement of wages and benefits paid to, or on behalf of, journeymen, foreman, and general foreman (collectively, "Employees") for participation in the JATC's continuing education program class.

The JATC may authorize the reimbursement of Employers who agree to pay Employees their regular wages and make related benefit plan contributions for time away from work to take part in the continuing education program class.

Such reimbursement is permissible only if made pursuant to this written agreement (signed in advance), and shall only be for wages and benefits that the Employer actually pays for Employees absent from work to participate in the continuing education program class (not including any overhead or other Employer costs). The Employer must have no separate legal obligation to pay such compensation or make such contributions, and the amount reimbursed must be reasonable (i.e., based strictly on the wage and benefit rates for covered work, and be based only on actual class time of 8 hours). Wages and benefits shall be based on the classification the Employee was in the day before the class.

To qualify for Employer reimbursement, each Employee attending the continuing education program class must be a participant of the Local Union No. 9, IBEW & Middle States Electrical Contractors Association of the City of Chicago Apprentice & Journeyman Training Fund, and must attend the entire day of the continuing education program class. Reimbursement is only available for one 8-hour day of training per journeyman per calendar year.

The parties acknowledge and agree that, in making wage and contribution payments for class time, the Employer is acting as a service provider to provide services that are necessary to operate the training plan, and that the reimbursement obligation is reasonable and necessary. Both parties shall keep appropriate attendance, time, and pay records, and shall maintain appropriate internal accounting, recordkeeping, and administrative controls to prevent inappropriate, excessive, or abusive reimbursements.

Employers seeking reimbursement must complete and properly submit an electronic reporting form to the Fund Office for participants in the continuing education program class, listing each Employee attendee, date of attendance, confirmation of 8 hours of safety training for each such Employee, reimbursement calculation, and certification of report accuracy. Reporting must be made by the 15th of the month following the month of the continuing education program class participation. Failure to properly submit the report and all required information may result in a delay or denial of reimbursement. Proper completion, submission, and approval of the report will generate an automatic payment from the Fund Office to the submitting Employer of the reimbursement amount(s) calculated on the report. Approved payments will be made to the bank account the Fund Office has on file for the contributing Employer, and will be made by the end of the following month.

The JATC shall have the sole right to revise or terminate eligibility and reimbursement requirements and obligations at any time upon prior written notice to the Employer.

**Employer:**

**Joint Committee of the Training Fund**

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