



ARCH | NEXUS

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## CONTINUING EDUCATION POLICY

Arch Nexus supports and encourages continuing education and training opportunities for our employees. Continuing education includes all education and training activities that are relevant to an employee's professional knowledge and skills and to the specific needs of his or her job. We provide supported access to both general and technical knowledge and leadership development as well as to specific technical knowledge.

Arch Nexus annually budgets a minimum of \$750 for each full-time equivalent employee (FTE) for staff continuing education purposes and we encourage the use of this benefit. The FTE is determined by the number of full-time employees plus the number of part-time employees who, when their work hours are totaled, would be equal to some number of full-time employees.