

New Career Reimbursement

New career reimbursement allowance may be paid based on reimbursement of actual expenses you incur to help you prepare for a new career. This allowance provides reimbursements to eligible associates for fees associated with career counseling, skills interest assessment, resume preparation and placement agency fees; tuition or fees at a college or university, technical or computer training center or other job training center. You can receive reimbursements totaling up to \$3,000.

This benefit is available for employees who leave Verizon with a service pension. You cannot receive reimbursement for any expenses incurred after your first anniversary of separation from the company.

Job Placement Expenses Related to Seeking Other Employment

Reimbursement for job placement expenses related to seeking other employment covers the cost of job placement fees charged to a former employee by an employment agency, or by a firm, company or other business establishment to secure a job. Expenses incidental to a job placement such as transportation and clothing are not covered.

Tuition or Training Costs

The reimbursement can also be used for tuition or fees in connection with courses which provide the participant with knowledge, skills or training which may be useful in obtaining employment. The courses may be for credit or non-credit, for a degree or non-degree.

Reimbursement covers application, registration and laboratory fees for approved courses, including preparatory courses for certification examinations (example: Certified Public Accounting, Nursing Board Exam) and certain correspondence courses. Courses that cannot be approved include hobbies and courses that are recreational in nature (example: aerobics, stamp collecting).

Reimbursement will not be made for late fees, instructional materials, supplies, student activities, insurance or any other expenses incidental to attendance at an educational institution or place of training, except as listed in the second paragraph under this section and as approved by the Company.

The company reserves the right to verify that a participant is enrolled to take the courses at the educational institution or place of training which the participant indicates he plans to attend or is attending.

Reimbursement Procedure

Request for reimbursement of allowable expenses will be handled through Verizon Career Reimbursement. Any expenses for which reimbursement will be made must be incurred by the former employee within one (1) year from date of separation from the company.

The former employee is required to submit the New Career Reimbursement form along with invoice or registration form detailing expenses, proof of payment (i.e. cancelled check, credit card statement, or if paid in cash, receipt must state "paid in cash") and any other applicable supporting documentation.

When the request for reimbursement is received from the former employee, Verizon Career Reimbursement makes the final decision concerning approval of the expenses. If the request is approved, authorization for reimbursement is forwarded to the Payroll Office by Verizon Career Reimbursement. After verification, Payroll should prepare the draft, withholding appropriate taxes, and forward the draft to the former employee.

Verizon Career Reimbursement will maintain records of reimbursements for purposes of controlling individual reimbursement eligibility periods and maximum allowable amounts.