



Employee Education Policy

HUMAN RESOURCES

HUMAN
RESOURCES

VERSION

1.0

EFFECTIVE

March 2026

REVIEWED

March 2026

POLICY

Barkan is committed to supporting professional growth and advancement, fostering a well-trained and knowledgeable team. As an employee of Barkan, you are eligible for approved education courses funded by the company, provided all education requirements and registration procedures are followed.

Procedure

1. Designations Requirements:

- a. Members of the Management team must maintain the Certified Manager of Community Associations (CMCA) designation from the Community Association Managers International Certification Board (CAMICB) or an equivalent designation.
- b. Management team members are encouraged to pursue additional certifications when eligible.
- c. Continuing education is required to maintain all designations.

2. Cost Coverage:

- a. To be eligible for reimbursement of designation or membership fees, employees must obtain supervisor approval prior to submitting any reimbursement request.
- b. Barkan will reimburse employees for the costs associated with obtaining or maintaining required designations, as well as for continuing education related to the designation.
- c. Employees are responsible for ensuring their certifications remain current and for tracking their own continuing education requirements.

3. Additional Designations:

- a. Employees may request company support for additional designations beyond their required certifications. Each request will be evaluated for relevance to the employee's role and the potential benefit to their position at Barkan.
- b. Requests for additional designations must be submitted in writing to the supervisor and will be reviewed by HR. Employees will be notified of the approval or denial of the request.

4. Completion and Reimbursement Conditions:



-
- a. If an employee does not successfully complete a course or exam, they may be required to reimburse Barkan for the costs associated with that course.
 - b. If an employee voluntarily or involuntarily leaves Barkan within 24 months of completing a course or exam, they may be required to reimburse the full cost of the course. A prorated reimbursement scale may apply depending on the time of departure (e.g., 100% reimbursement if leaving within 12 months, 75% within 18 months, etc.).
 - 5. Class Registration Process:
 - a. When an employee identifies a course they would like to take, they must submit a written request to their supervisor, including details of the course and how it aligns with their professional development goals.
 - 6. Supervisor Approval:
 - a. Upon reviewing the request, the supervisor will either approve or deny the request based on the course's relevance to the employee's role and the budget available for training.
 - b. Once approved, the supervisor must forward the request to HR to ensure it is documented in the employee's profile and to track any necessary reimbursements.
 - 7. Appeals Process: If an employee's request for course enrollment or reimbursement is denied, they may appeal the decision by submitting a written explanation to HR within 14 days. HR will review the appeal and provide a final decision within 30 days.