



Professional Development Program Policy

I. Objective

At SalesLabX we encourage our team members to level up! The objective of this program is to enhance our team members' knowledge and skills in order to further their career growth. We recognize that for development purposes, team members may need to attend training seminars, workshops, conferences, or join professional associations that will enable our team to remain abreast of best practices within our industry.

In this policy, we outline program parameters for using this benefit. Note that this policy is subject to annual organization budgets and may be revised and updated. SalesLabX reserves the right to determine which training functions and association memberships are in the best interests of the organization, its future planning, and direction.

II. Policy Brief

In support of this program, we offer the below **professional development stipends** to corresponding SLX full-time team members who have reached their 60-day probation period:

- **\$1,000 per year/per team member (non-ELT)**, towards professional development costs, subject to direct lead and People Operations Team approval.
- **\$1,500 per year/per ELT team member**, towards professional development costs, subject to direct lead and People Operations Team approval.
- **\$2,000 per year/per Director-level team member**, towards professional development costs, subject to direct lead and People Operations Team approval.

This benefit can be used for costs associated with the below:

- Professional exams and exam preparation courses
- Professional certifications and credentials
- Courses offered by an accredited institution, including e-learning
- Workshops, seminars, and conferences
- Membership in professional organizations
- Access to career coaches or mentors
- Subscriptions to professional resources



III. Criteria

1. Professional Development is not limited to the job the team member performs but must have a direct relationship to SalesLabX's industry and/or internal operational functions.
***Note: Your department lead may have a pre-approved list of Professional Development items that will not count against your per year benefit.**
 - **Industry fields:** Marketing, Sales, Design, Social Media, Analytics, Project Management, Account Management, Web Development, Salesforce, or other CRM, Pardot, etc.
 - **Operational fields:** Finance, Management/Leadership, Human Resources, Operations, etc.
2. Training that requires time away from work during a team member's normal work schedule is limited to 40 hours per year and must be approved and documented by department leads.
3. For work scheduling purposes, team members must submit their requests ahead of time (with enough notice) to department leads for approval.

IV. Procedure

If you plan to use your Professional Development benefit towards the applicable resources listed above, follow the steps outlined below. ***Note:** If you are unsure if the Professional Development benefit will cover an expense, please email us at hr@saleslabx.com.

1. Team members must present the department lead with supporting documents that outline the benefits to be gained as a result of such Professional Development.
2. If approved, the department lead will send the request documentation to Human Resources (HR). HR will then notify the team member and department lead when the request is approved or denied.
3. After receiving approval from HR, team members can proceed with the pre-approved expense. **Note: Expense reimbursement requests will be accepted for the month of the expense, and may be submitted up to the first week of the next month. For example, if the purchase is made in January, team members have until the first working week of**



February to submit their receipts for reimbursement. If the expense is submitted for approval any later, it may not be reimbursed.

4. To receive a reimbursement of up to the allocated amount for your Professional Development expense, please log in into Gusto:
 - a. Click on 'Expenses' on the left navigation panel
 - b. Click on '+ Add a new expense'
 - i. Upload receipt: Add your receipt here (this can be a jpg or PDF)
 - ii. Category: Professional Development Stipend
 - iii. Description: Please include the specific item or activity name
 - iv. Amount: Please list the exact amount of the expense, up to the allocated amount.
5. Approved Professional Development reimbursements will be processed via team member paychecks.
6. If applicable, after concluding training, the team member must submit a certificate of completion or similar document to HR to be filed in the team member's personnel file.

V. Additional Information

As an additional Professional Development benefit to team members, SalesLabX offers access to the organization's [Skillshare](#) account. If interested in using this benefit, please contact hr@saleslabx.com for more information.