MERIT MELT (CLASS 1) LICENSE REIMBURSEMENT PROGRAM POLICY

Effective Date: November 15, 2026
Expiry Date: November 15, 2026

POLICY OVERVIEW

This policy outlines the eligibility criteria, application process, and reimbursement limits for the MELT License Reimbursement Program administered by MERIT Saskatchewan. The purpose of this program is to support eligible employees in obtaining their MELT license to advance their careers in the construction industry.

ELIGIBLE APPLICANTS

Eligible applicants for reimbursement must be field employees covered under the Hour Bank Plan. Employees on the Office Supervisory Plan are not eligible for reimbursement.

Applicants must meet the following criteria:

- Must be employed by a MERIT Saskatchewan member company immediately prior to entering the MELT training program.
- Must return to work with a MERIT member for a minimum of 150 hours following the completion of training.
- In cases of layoff following training (before the qualifying 150 hours are completed), the employee will be granted six (6) months from the last day of training to be recalled by their current employer or find employment with another MERIT member. Once recalled or re-employed, the employee must still complete the 150-hour requirement.
- Must successfully complete and obtain a valid Class 1 license.
- Must be a resident of Saskatchewan.
- Training must be conducted at a recognized training facility. All eligibility decisions are made at the sole discretion of MERIT Saskatchewan.

ELIGIBLE TRAINING

Eligible training includes MELT driver training programs that meet the following conditions:

- The training must be delivered by a recognized and accredited institution.

The following expenses are not eligible for reimbursement:
Books, testing fees, licensing fees, medical exams, travel, accommodation, meals, permits, or any other incidental expenses not directly related to tuition.

REIMBURSEMENT LIMITS

- The reimbursement amount will be up to a maximum of $2,500 for eligible tuition fees paid toward completion of the MELT training program.

- If the applicant receives any other scholarship, grant, or reimbursement (e.g., from a government program or employer), that amount will be deducted from the reimbursement payable by MERIT Saskatchewan.

APPLICATION AND PAYMENT PROCEDURE

Applicants must apply for reimbursement within three (3) months of completing their MELT Class 1 training.
Applications for training completed more than one (1) year prior to the date the application is received will not be considered.

Application Requirements:

A completed application form (available on the MERIT Saskatchewan website) must be emailed or mailed to the MERIT Saskatchewan office.
Both the employee and employer must sign the application to verify all information provided.

The application must include:

1. Proof of completion – a copy of the Class 1 license.
2. Proof of payment – a receipt clearly showing fees paid by the applicant.
3. Completed Direct Deposit form – cheques will not be issued.

Payment will not be released until:

- The employee has successfully completed training; and
- The employee has returned to work for a MERIT member for at least 150 hours.

Processing and payment may take up to eight (8) weeks following verification of hours through SCIP (Saskatchewan Construction Industry Plan).

PAYMENT AND TAX INFORMATION

Reimbursement will be made payable to either:

- The employee, or
- The MERIT member company, as designated on the application form.

MERIT Saskatchewan will issue a T4A slip to any employee receiving reimbursement to comply with Canada Revenue Agency (CRA) reporting requirements.

PROGRAM ADMINISTRATION

All interpretations, exceptions, and determinations regarding this policy are at the discretion of MERIT Saskatchewan.
This program is subject to available funding and may be amended or discontinued at any time.