



Issued: April 2009

Revised: June 1, 2024

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Issuing Department: Compensation and Benefits

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Statement of Policy

It is the policy of NorthWestern Energy to provide financial assistance to each eligible employee for the adoption of children under the age of eighteen.

Objective

The objective of this policy is to define the terms and conditions used to deliver adoption assistance benefits.

Scope

This policy applies to each eligible employee, for the adoption of a child occurring on or after the date of hire or rehire, as described below:

- A. A Regular Full-Time employee is eligible for full policy benefits, except for those employees who are covered by a collective bargaining agreement that does not provide for the benefit.
- B. A Regular Part-Time employee is eligible for fifty percent (50%) of the policy benefits, except for those employees who are covered by a collective bargaining agreement that does not provide for the benefit.
- C. Temporary, Seasonal, and Limited Part-Time employees are not eligible to receive policy benefits.

In addition, eligible employees must be employed in a position eligible for policy benefits as of the date of adoption.

Definitions

- A. *Child*: A child under the age of eighteen who is not the biological child of either the employee or the spouse (by marriage or common law) of the employee.

Policy Provisions

- A. A one-time lump sum cash payment of \$20,000 is allowed as reimbursement to an employee for eligible expenses incurred in each successful adoption of a Child. If both adoptive parents work for NorthWestern Energy, the maximum combined reimbursement benefit for the successful adoption of one eligible child is \$20,000.
- B. Eligible expenses include the following:
 - Adoption agency fees



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- Legal fees
- Referral fees
- Travel Expenses

C. The adoption benefit is paid through payroll and will be taxed appropriately. Payment will be made on the next available payroll after the adoption becomes final and the employee submits expense documentation to the benefits department. Documentation for expenses must be submitted no later than ninety (90) days after the adoption becomes final.

Corporate Policy Provisions

- A. Nothing in this policy is intended to limit an employee's rights under the National Labor Relations Act (NLRA).
- B. If any of the provisions of this policy conflict with federal or state law, the provisions of the federal or state law prevail.
- C. If any of the provisions of this policy conflict with those of a collective bargaining agreement (CBA) for covered employees, the provisions of the CBA will prevail.
- D. All employees are expected to comply with this policy. Failure to do so may result in disciplinary action up to and including termination of employment.
- E. The existence of this policy does not create a contract or vested right of employment implied or otherwise. NorthWestern Energy is an at will employer in South Dakota, Nebraska, and Wyoming.
- F. NorthWestern Energy reserves the right to amend, terminate, or otherwise modify this policy at any time. The effect of any amendment or modification, however, will be prospective, not retroactive.

- A. [Parental Leave policy](#)
- B. [Paid Time Off policy](#)
- C. [Family and Medical Leave Act \(FMLA\) policy](#)
- D. [How to File a Leave Request and/or Short Term Disability Claim](#)
- E. [Employee Rights under the Family and Medical Leave Act](#)