



January 5, 2024

NOTICE – PLEASE READ

To All Hourly & Salaried

RE: 2023/2024 Monthly Car Wash Program Reimbursement

The 2023/2024 Request for Disbursement form, along with your monthly car wash program receipts, may be submitted now through February 29, 2024.

The amount of the car wash reimbursement will be up to \$20/month (\$240/year) for a monthly or yearly car wash program. **Individual car wash receipts are not acceptable**. You must submit only once for a given year in January or February. All necessary taxes shall be applied if necessary.

Contact your Division Administrator or Supervisor for the reimbursement form.

Return the form along with your original receipts to Labor Relations located at 3060 Eggers Avenue, Cleveland, Ohio 44105 during regular business hours and Leave with Security at the front desk or send via USPS mail, Attn: Car Wash Reimbursement. Be sure to put your Name and Department on the outside of the envelope.

In addition, please scan and email to both of the following email addresses to allow for prompt processing. If you fail to do this step it may delay your reimbursement.

Robert.Rice@clevelandcliffs.com and ClevelandLR@clevelandcliffs.com

You are responsible to deliver the paperwork to Labor Relations.

See FAQ for additional information.

Cleveland-Cliffs Cleveland Works LLC

Monthly Car Wash Program Frequently Asked Questions

Q: When does the reimbursement start for 2023?

A: Reimbursement will start with January 2023. Any receipts prior to 2023 will not be accepted.

Q: What do I need to turn in for the reimbursement?

A: You need to complete the Request for Disbursement form and attach your original receipts for the car wash program. Documentation must be complete. Keep a copy of all paperwork you submit.

Q: When can I turn in the documentation for reimbursement?

A: Requests for Disbursement, with your receipts, will be accepted as of the date of this letter through February 29, 2024 for 2023 -- or for 2024 if you paid in advance.

Q: How many times can I submit my documentation for the year?

A: You can submit **once** for a given year.

Q: Who do I turn the documentation for reimbursement in to?

A: Paperwork should be dropped off to Labor Relations, located in the Eggers Office Building, 3060 Eggers Avenue. Leave it with Security. You may mail it via USPS mail. Be sure to put your Name and Department on the outside of the envelope.

In addition, you will need to email the documentation to:

Robert.Rice@clevelandcliffs.com and ClevelandLR@clevelandcliffs.com.

Your Division Admin is not responsible to deliver the paperwork to Labor Relations.

Q: How will I get the reimbursement money? When can I expect it?

A: Your reimbursement will be submitted after the first of March and payable thereafter in your paycheck. It will appear as "Other".

Q: If I have any questions who should I contact?

A: You can email Bob Rice at Robert.Rice@clevelandcliffs.com or ClevelandLR@clevelandcliffs.com.

Q: What if I am in the Sgt. Clean Program?

A: You do not need to do anything. Your registration from 2023 will carry over and your tag will still be good.

Q: Can I sign up for the Sgt. Clean Program?

A: As long as you did not get reimbursed for the year, you are eligible to sign up for Sgt. Clean. Please contact Bob Rice at Robert.Rice@clevelandcliffs.com or ClevelandLR@clevelandcliffs.com for more information.