

SALT LAKE COUNTY POLICY & PROCEDURE**TRAINING REPAYMENT AGREEMENTS****Purpose**

To establish provisions by which County agencies may pay all costs related to employee acquisition of specialized training or certification and provisions designed to retain those employees for specified periods following completion of training by means of employment retention payback agreements. Training payback agreements are designed to maximize the County's benefits in return for its investment.

PROCEDURE

- 1.0 When, in the judgment of the Administrator, a post training repayment agreement would be in the best interest of the County and the division, the following procedure is to be followed:
 - 1.1 The Administrator shall prepare a Letter of Agreement containing the following information:
 - 1.1.1 The total cost of the employee's attendance at the training certification program, including such items as registration fees, materials, and value of paid leave time.
 - 1.1.2 The length of agency service, which should not be less than one year, expected in return for the employee being provided payment for the training and/or certification acquired.
 - 1.1.3 The value to the agency of having the employee obtain the training.
 - 1.1.4 The payback arrangement should the employee choose to terminate County employment.
 - 1.2 The Administrator shall prepare the proposed Letter of Agreement, which must be signed by both the Administrator and the employee at least ten (10) days prior to the employee's attendance at the training event.
 - 1.2.1 The employee shall not attend the training event until the proposed Letter of Agreement has been approved.
 - 1.2.2 Upon approval of the Letter of Agreement, the original signed copy of the Agreement shall be placed in the employee's Personnel File (Official).
 - 1.3 Approval for any employee to participate in a training & certification agreement will be based upon the following criteria:
 - 1.3.1 Current job duties related to the specialized or highly technical training desired;
 - 1.3.2 potential for the greatest benefit to the County and the agency;
 - 1.3.3 availability of funds;
 - 1.3.4 other criteria specified by the division;
 - 1.3.5 projected divisional needs.

APPROVED AND PASSED THIS 15TH DAY OF JULY, 2008

TRAINING REPAYMENT AGREEMENTS

I, the undersigned employee, agree to repay to Salt Lake County all amounts paid on my behalf or directly to me for _____ training, including tax withholdings thereon, in the event I leave my position with the County agency within year(s) from the date of completion of said training. Repayment of the training and related costs will only be required if I voluntarily leave my position in the Division prior to

. I agree to repay in total the amounts specified in the application and approval agreement addendum to this contract stipulation. I agree to make repayment in one lump sum by certified check or money order within 30 days of my termination date or the County may withhold the payment from my final termination pay as agreed to at the time of termination.

The repayment requirement set out in this agreement shall not constitute a guarantee of employment for any period of time. The employee may be terminated during the repayment period for disciplinary or other reasons as provided in Human Resources Policies.

Employee Signature

Date

Supervisor Signature

Date

Department\Elected Official Signature

Date

NOTE: Copies to Personnel File(Official), Personnel File (Agency) and Employee