



REPAYMENT OF TRAINING EXPENSES

1. PAYMENT FOR TRAINING FOR CERTIFICATIONS. On occasion, the County may pay for certain training expenses of an Employee to obtain certifications that benefit both the Employee and the County. The Employee must receive approval from his or her Department Head or the Elected Official over his or her department before the County will approve such payment. The training expenses may include all amounts owed for per diem, travel expenses, costs, and the amount of any wages in excess of minimum wage earned or estimated to be earned while attending training.

2. AGREEMENT TO REPAY. When an employee has obtained such approval, the Employee may only receive such payment if he or she agrees that in the event that within three years of the date the Employee receives the certification (a) Employee voluntarily terminates employment with the County or (b) the County terminates Employee for cause that includes either intentional or reckless misconduct, including insubordination, fraud, waste, or abuse, the Employee shall repay or reimburse the County for the expenses it has expended in providing that training. Notwithstanding the foregoing, an Employee shall never be obligated to repay more than \$10,000.00, even if the actual training expenses exceed that amount.

3. EMPLOYEE ACKNOWLEDGMENT. Prior to receiving reimbursement for such expenses, the Employee shall be required to sign a form in which he or she agrees to this policy and agrees to authorize any such payment from his or her final paycheck any sums owing pursuant to this policy. The Employee shall also agree that he or she will continue to be obligated for the remainder owing from any deduction from the final paycheck that does not fully pay any amounts owing for the expenses reimbursed.