Employee Training & Professional Certification Agreement

***Purpose:*** To document a training agreement between an employee and the County for County funded travel, or professional certification expenses, that is **in excess of $1,000**, and to explain the process for repayment of such funds if an employee voluntarily terminates his/her employment within a certain time.

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| Employee & Department Name |
| **This Employee Training/Professional Certification Agreement is between**     **, (hereafter****“Employee”) an employee of the**       **Department,** **and the County of El Paso, Texas.** |
| Terms of Agreement |
| Employee wishes to further his/her professional development by undertaking additional training and/or obtaining a professional certification. In consideration of Employee’s agreement below, El Paso County will pay, for the benefit of Employee, the amount of       for:        Training located in       ; or  applicable initial dues, training materials, and testing fee reimbursements for obtaining the  following professional certification: |
| Employee agrees that if Employee voluntarily terminates his/her employment after the completion of Employee’s training/professional certification, and within the following Range Scale, Employee shall repay the pro-rated cost of the training/professional certification. Further, Employee agrees to repay any such funds immediately, if for any reason Employee does not actually spend the funds as designated, or fails to attend the training or obtain the professional certification.  **Range Scale: Employee Commitment to County Employment (post completion of training/certification):**  $1,000 - $1,999 spent: 12 months  $2,000 - $4,999 spent: 24 months  Above $5,000 spent: 36 months  Employee agrees that said repayment shall be deducted from the employee’s final paycheck. If the final paycheck is insufficient to cover the repayment amount, then Employee agrees to pay the difference to the County of El Paso within 90 days of separation. |
| This Agreement shall be effective on the first day of training, regardless of its date of execution. |
| Signatures |
| In witness whereof, the parties execute this Agreement.  THE COUNTY OF EL PASO:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Head Date |