

Subject: TRAINING FUNDING

Date: July 11, 2001

Pages: 1 of 1

Replaces Policy Dated: September 06, 2000

PURPOSE: To maximize the return on investment for County funded, job related training (exclusive of conference attendance) outside the scope of the tuition reimbursement policy 5.30.

STATEMENT OF POLICY: Pinal County seeks to assist employees in obtaining job related training to enhance the personal skills of the employee in areas that are beneficial to County operations.

SCOPE: This guideline applies to all Pinal County employees except Elected Officials. County employees who attend job-related training, at the discretion of the Department Director, may have some or all of their expenses paid for through County funds including travel, accommodations, auto rental, attendance and required material fees. However, should an employee receive County reimbursement for some, or all of their job related training, they will, as a condition of continued employment, be required to perform any work for which they are qualified by reason of the training.

PROCEDURE: Employees, who attend a training event, will be required to submit the enclosed aTravel Authorization Form@. If that event costs \$1000.00 or more (exclusive of wages, but inclusive of expenses incurred from travel, per diem, lodging, auto rental, attendance and material fees) the employee must agree that if he or she separates voluntarily from Pinal County employment within one year following the conclusion of the training, an amount based upon the total will be withheld from the final paycheck according to the following schedule:

Date of Separation	Percentage Withheld
Up to 90 days following conclusion	100%
91 to 180 days following conclusion	50%
181 to 365 days following conclusion	25%

The original signed aTravel Authorization Form@ will be forwarded to Human Resources for inclusion in the employee=s personnel file. Under special circumstances, the repayment requirement provision of this guideline may be waived at the discretion of the County Manager. Nothing in this policy implies any type of contract with respect to continued employment, or limits the rights of Pinal County to terminate any individual in accordance with County policy and the Merit Rules.



PINAL COUNTY TRAINING SERVICE COMMITMENT
(Policy 4.60)

I, the undersigned employee, understand that if I voluntarily choose to separate from Pinal County employment within one year from the conclusion of any training event that costs the County \$1000.00 or more (minus wages, but inclusive of expenses incurred from travel, per diem, lodging, auto rental, attendance and material fees); that I will repay the County in accordance with the schedule listed below. This amount will be withheld from my final paycheck. I further understand that this agreement is a mechanism to enable Pinal County to benefit from training paid for in part or in whole with County funds, and does not constitute any type of employment contract.

<u>Date of Separation</u>	<u>Percentage Withheld</u>
Up to 90 days following conclusion	100%
91 to 180 days following conclusion	50%
181 to 365 days following conclusion	25%

Employee Name: _____

Employee Signature: _____

Date: _____