

TRAINING

#310

1.0 Davis County recognizes the importance of providing training which assists employees in advancing their technical and managerial skills.

2.0 Factors which will be considered when deciding whether an employee should receive training are:

- A. Applicability of training to County employment.
- B. Applicant's length of County service.
- C. Administrative Officer's recommendation.
- D. Available alternatives.
- E. Available budget.
- F. Benefit to County.
- G. Cost of training.
- H. Effect on job performance during and after training.

3.0 TRAINING REIMBURSEMENT AGREEMENT. Training Reimbursement Agreements will generally be required where extended training for certifications and other specialized extended training is required. Short-term training such as seminars or CPE requirements will generally not apply. If a Training Reimbursement Agreement is not signed, there will be no commitment or obligation by the employee to re-pay training costs.

- A. When professional certification or other extended training is required for an employment position and the County pays for that training, the employee shall sign a training reimbursement agreement.
- B. When an employee requests the County to pay for other specialized training that is not required for an employment position, the employee shall sign a training reimbursement agreement.
- C. The training reimbursement agreement shall include the following provisions:
 - 1. If the trainee voluntarily terminates employment with the county within two years of the date of the completion of that training, the trainee shall reimburse the county as provided in sub-section (3). The County may, at its discretion, waive this obligation if the termination results from extraordinary circumstances beyond the control of the trainee.

2. If the employment of the trainee is involuntarily terminated for disciplinary reasons within two years of the date of the completion of said training period, the trainee shall reimburse the county as provided in sub-section (3).

3. The reimbursement shall be an amount equal to one-twenty-fourth ($1/24$) of the sum of the compensation and benefits paid to the trainee by the County during the period of training and the costs of that training paid by the County for each month remaining from the date of termination until the end of the two year period.

4. The Training Reimbursement Agreement shall be signed by the Administrative Officer, the County Commission, the Clerk/Auditor, and the Personnel Director and shall be filed in the Personnel Office. The County Attorney shall approve the format of Training Reimbursement Agreements.