



# **THE COUNTY OF UNION**

## **REPAYMENT OF TRAINING EXPENSES POLICY**

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### **Policy Statement**

The County of Union recognizes the importance of enabling employees to reach their professional goals and desires to provide employees with professional development opportunities that increase their skills and enhance their contributions to the County. Providing professional development to our employees is an investment in their careers and the County's future. Therefore, from time to time the County may pay for employees to attend training courses.

### **Repayment Agreement**

This policy shall apply to County-paid or employee reimbursed expenses for training sessions, training academies, conventions, conferences, classes, webinars, meetings of professional associations, and/or similar events (collectively, "non-mandatory training"). The policy shall not be applicable to any County mandatory training or to Statutory Officials or Officials required to maintain professional licensure to hold their position; County Commissioners, County Manager, County Clerk, County Prosecutor, Sheriff, Surrogate, County Counsel, Clerk of the Board, County Finance Officer, County Treasurer, Qualified Purchasing Agent, or Superintendent of Public Works. Additionally, all mandatory training, such as harassment, CDL or safety seminars shall be excluded from this policy.

In the event an employee is terminated for cause or voluntarily separates from the County within two (2) years of attendance at a non-mandatory training paid for by the County, the employee shall be required to reimburse the County all amounts the County expended for the employee's attendance at such non-mandatory training.

This policy shall further apply to the County's payment for non-mandatory training if the employee is no longer employed prior to or during the training.

Reimbursement in full is due within thirty (30) days from the date the employee is no longer employed, unless within that time period the employee contacts the County's Finance Department and makes written payment arrangements. The first payment shall be made within thirty (30) calendar days from the date the employee is no longer employed and on the same date for each successive month thereafter until the County has been reimbursed in full.

*Resolution No: 2023-256*

*Adopted: March 16, 2023*