

**COBB COUNTY
TRAINING COST REPAYMENT POLICY**

PURPOSE:

To provide a policy for the repayment of training costs to Cobb County by employees who voluntarily resign or are terminated for cause within a twelve-month period following such training.

DEFINITIONS:

For the purposes of this policy, *training* is defined as training which provides the participant with expertise in a specified subject or subject area. *Training costs subject to repayment to Cobb County* include tuition or registration fees, supply fees, and all other expenses incurred relative to such training including, but not limited to, transportation, lodging, and meals.

SCOPE:

- All full-time Cobb County employees.
- Any training in which total cost exceeds \$1,000. (See item #1 under exclusions.)
- Training costs shall be subject to repayment for a 12-month period following such training. (After 12 months have elapsed following specific training, training costs for that particular training will no longer be subject to repayment and will be deleted from the employee's on-going record.)

EXCLUSIONS:

- Any training for which the total cost is less than \$1,000
- Legally mandated training
- In-house training
- Employee's salary while attending training
- Cost of attending seminars, conferences, association meetings, etc.
- Employee status change due to reduction in force
- Family (transfer of spouse, birth of a child, etc.)

POLICY:

If an employee voluntarily resigns or is terminated for cause within twelve consecutive calendar months following the completion of any training in which the total cost exceeds \$1,000, the employee shall repay to the County one-half of the total cost of all training covered by this policy (see Exclusions).

Repayment shall not be required if more than twelve consecutive calendar months have elapsed following completion of the respective training, or if employment status changes from full-time to part-time due to Reduction in Force.

The County Manager shall have full authority to waive the training cost repayment requirement in part or in full on an individual, case by case basis.

PROCEDURES:

The Travel Advance Request/Authorization form and the Expense Account Statement form will be revised to include an **Employee Repayment Agreement Statement** with space provided for the employee's signature. It shall be the Department Manager's responsibility to insure that the employee has signed in the proper space when a Travel Advance Request/Authorization form is submitted for approval of any training in which total costs are expected to exceed \$1,000. It shall also be the responsibility of the Department Manager to insure that the employee has signed the **Employee Repayment Agreement Statement** on the Expense Account Statement submitted following such training. Further, it shall be the responsibility of the Department Manager to accurately determine the amount of training costs incurred which are subject to repayment and to ensure that all such training costs are paid in full. Training costs which are to be repaid to Cobb County will be claimed from the employee's final payroll check. If the employee's final payroll check is not sufficient to provide for repayment in full, then a schedule for repayment of any balance due to Cobb County must be approved by the County Manager.