



TRAINING COMMITMENT AGREEMENT

Prince George's County, Maryland ("County") agrees to pay for the cost of (description of training) in the amount of \$ _____ for _____ ("Employee"). The training will be conducted (insert dates) at (insert location).

Employee is expected to serve at least (insert number from 1 – 3 based upon training costs Commitment Scale below) year(s) with the County after completion of the above-noted training. If Employee fails to be employed (this or these) ____ year(s) after completion of said training, Employee will be required to reimburse the County for full costs of the training as follows:

- (a) The amount of reimbursement shall not exceed (insert training cost amount noted above).
- (b) Reimbursement shall not be required if the Employee fails to complete (this or these) (insert same number from 1-3 as above) year(s) of service due to a medical reason that is substantiated by a doctor's certificate confirming that the employee cannot perform the functions of his/her position for the foreseeable future.

If there is a payroll check remaining to be paid to the Employee after the date of the Employee's separation from employment or an annual leave payout requested, then the Employee agrees that the reimbursement amount may be taken from the Employee's last payroll check and/or annual leave payout. If the Employee's last payroll check and/or annual leave payout are insufficient to cover the cost of the training, then the Employee agrees to pay the County the remaining amount owed within 30 days of Employee's separation from employment.

Signed: _____
Employee/Date

Witnessed by: _____
Witness/Date

Signed: _____
Employer (Appointing Authority or Designee)/Date

Signed: _____
Director, OHRM/Date

Commitment Scale:

\$1,000 to \$1,999 = one year commitment
\$2,000 to \$3,999 = two-year commitment
\$4,000 and above = three-year commitment

Distribution: Employee, Employee's Personnel File, Appointing Authority and Director, OHRM

It is the policy of the Prince George's County government to encourage travel opportunities or training that will lead to the enhancement of employee's capabilities or to ensure Prince George's County Public Safety Officials are providing the best service possible to the Citizens and Residents of Prince George's County.

However, the requirements of Administrative Procedure #640 and the Training Commitment Agreement must be met in their entirety. These requirements were written for not only the protection of the County but to the Agency Head as well the employee.

If travel requests are not submitted in proper format and within the proper time frame it is possible that the travel authorization package could be denied.

Emergency and requested expedited travel and training packages will be handled on a case-by-case basis as outlined in Administrative Procedure #640. However, these requests must be in writing with specific reasons that will justify the emergency and what negative impact it will have on the County if the emergency request is denied.

It is important to understand that all travel, training, or seminar requests must be approved by the Office of the County Executive prior to any employee traveling or attending any training or seminar class as outlined in Administrative Procedure #640.

Snapshot If your training has a prepayment requirement for admission that request must be submitted to the Office of Management and Budget prior to 60 days of the event. If your travel or training does not require prepayment admission your package must be submitted to the Office of Management and Budget prior to 45 days of scheduled travel or training.