

Salt Lake County Human Resources Policy 6-200: Training and Training Repayment

Purpose

To provide necessary employee training and career development while allowing the county to recoup expenses for job-related training in the event the employee voluntarily vacates his or her position within a specified period of time.

I. General Policy

The County will provide opportunities for employee training and development. Certain programs are subject to payback agreements so that the County can maximize its investment in employee training.

II. Procedures

- A. All training requests must advance the employee's professional skills and improve the productivity of County government.
- B. The Human Resources Division and Employees' University will:
 1. Plan and implement training programs;
 2. Ensure that training is provided on an equal opportunity basis;
 3. Monitor and evaluate the training programs to determine effectiveness.
- C. Administrators and supervisors:
 1. May arrange for necessary job-related training when self-education or County-wide training programs are not sufficient.
 2. Must ensure that training opportunities are provided to employees in a nondiscriminatory manner.
- D. Requests for training will be submitted to the Agency Administrator for approval.
- E. Training records are to be kept according to [GRAMA](#).
- F. Training Repayment Agreements
 1. The Administrator may require an employee to enter into a repayment agreement before an employee voluntarily enters into a training program.
 2. If a repayment agreement is deemed necessary, the Administrator will prepare a [Letter of Agreement](#) that may contain the following:
 - a. The total cost of the employee's attendance at the training or certification program, which may include registration fees, materials, and value of paid leave time;
 - b. An agreement that the employee will continue County employment for at least one year after completing the training or certification;
 - c. The value of the training to the agency; and
 - d. The payback arrangement if the employee chooses to terminate County employment within one year of completing training or certification.
 3. The Administrator will prepare the proposed Letter of Agreement, which must be signed by the Administrator and the employee and approved as to form by the District Attorney's Office at least ten calendar days prior to the employee's attendance at the training event.

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The original signed copy of the Agreement will be placed in the employee's Personnel File (Official).

III. References

- A. Governmental Records Access and Management Act of 1992, UCA 63-2
- B. Human Resources Policy:
 - 1. 2-400, New Hire Requirements
 - 2. 1-200, General Definitions