

DISCRETIONARY TRAINING AGREEMENT

This document is the Discretionary Training Agreement for approved discretionary training that will enable an employee to learn new skills to improve and enhance the employee's competence in his/her employment with the Office of Court Administration. Discretionary training is training which has been requested by the employee, which is not normally received by other employees; it is not training required by the employee's supervisor or director. This agreement is between the Office of Court Administration, ("the OCA"), and _____ ("the Employee").

In consideration for receiving training in _____ from _____ to _____ at a cost of \$_____ (including, but not limited to tuition, materials, travel and per diem costs) ("the Costs") paid for by the OCA, the Employee agrees to reimburse the OCA, according to the repayment schedule set forth immediately below; if the Employee voluntarily separates employment from the OCA within one (1) year of course completion. The terms of this agreement shall not be applicable if the employee voluntarily leaves employment more than one year following the date that the employee completes the course.

Voluntary separation before the four-month anniversary of the date of completion: Repay 75% of the Costs.

Voluntary separation after the four-month and before the eight-month anniversary of the date of completion: Repay 50% of the Costs.

Voluntary separation after the eight-month and before the one- year anniversary of the date of completion: Repay 25% of the Costs.

Voluntary separation after one year: No repayment obligation.

The employee shall reimburse the OCA in full within 30 days of the last day of employment in the event that the employee voluntarily separates from employment within one (1) year after the end of the discretionary training costs.

This is not an employment agreement and the Employee is guaranteed no rights or privileges in addition to those granted to other OCA employees. Continued employment is subject to the same OCA policies and practices, including disciplinary and termination policies, that govern all OCA employees.

It is mutually understood and agreed that this document is the entire agreement between the parties and that no alteration or variation of the terms of this agreement is valid unless made in writing and signed by both parties.

This agreement is effective _____, the first date of the training course or the date the OCA incurs the Costs, whichever is earlier.

Employee Signature

Date

Witness

Date

Administrative Director

Date