



Training Cost Repayment Policy

Effective Date: November 2020

Owner	Board of Commissioners (BOC)
Reviewer(s)	Human Resources, Finance
Approver(s)	Board of Commissioners (BOC)
Related Policies	Career Planning Policy; Tuition Assistance Policy
Related Standards	N/A
Storage Location	iCobb
Last Review Date	November 2020
Next Review Date	November 2023
Review Cycle	Every 3 years

1. 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.

2. SCOPE

- This policy affects all full-time employees
- Any training in which total cost exceeds \$1000. (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).

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.)

If you have questions regarding this policy, contact Human Resources.

3. 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.



Training Cost Repayment Policy

PROCEDURES

It shall be the Department Manager's responsibility to ensure 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 ensure 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.

4. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the Board of Commissioners.

5. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v. 1.0.-2020	09-2020	Human Resources	Reformat