



This Training Agreement is entered into as of (Date) , between (Employee Name) and the City of Kingsport.

Purpose:

The City of Kingsport agrees to provide (Employee Name) with training and development opportunities to enhance their skills and qualifications for their current role or potential future roles within the City. In return, the Employee agrees to reimburse the City for the cost of this training if they voluntarily leave the Company within a specified period after completing the training.

Training Details:

- **Training Program:** [Description of the training program]
- **Training Dates:** [Start and end dates of the training]
- **Total Cost:** [Cost of training]

Reimbursement Obligation

If the Employee is unable to complete the training or voluntarily terminates their employment with the City within 3 years following the completion of the training, the Employee agrees to reimburse the City for the cost of the training according to the following schedule:

1 year or less after training: 100% of the total cost
13 months to 2 years after training: 75% of the total cost
25 months to 3 years: 50% of the total cost
More than 3 years: No reimbursement required

Payment Terms

The employee agrees to repay the City the applicable reimbursement amount on their last day of employment or will establish an electronic bank withdrawal payment plan. The employee may also elect to have the funds deducted from their final paycheck by checking the box below.

<input type="checkbox"/> Initials: <hr style="width: 50px; margin: 0 auto;"/>	By checking the box and initialing, I authorize the city to deduct the cost of the training from my final paycheck as outlined under the Reimbursement Obligation section.
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Exceptions

Reimbursement will not be required if the Employee’s employment is terminated by the City, unless such termination is for cause.

Acknowledgment

The Employee acknowledges that they have read and understood this Agreement and agree to the terms and conditions outlined above. The Employee also understands that failure to meet repayment obligations will be permanently recorded in their personnel file and mentioned in any employment verifications.

Employee Signature: _____

Date: _____

HR Director Signature: _____

Date: _____