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RE: Training Agreement – specialized curriculum

Dear Staff Member,

We are pleased to have you as part of our team and support the continued development of your skillset. The District is making a significant investment in you to ensure that you receive the training and resources you need to be successful.

As part of that investment, you will be trained and prepared to participate in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (EL, PBL, Artful Learning, IB, CTE, etc.) program, which is known to increase your employability. The cost to train fully qualified staff members is expensive.

This agreement is to help ensure that the school’s resources and investments are beneficial. As a fully

qualified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ staff member, should you make the decision to leave the District after your approved training, you agree to repay a portion of the investment according to the schedule below:

|  |  |
| --- | --- |
| **Time of Service Repayment** | **Percentage Repayment Amount** |
| < 12 months | 100% of Actual Investment |
| > 12 months but less than 2 years | 50% of Actual Investment |

Please be aware that should extenuating circumstances arise regarding this agreement, your principal will review the situation and make a determination on a case-by-case basis.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature indicates that, should I decide to leave employment within two years of the training, I agree to repay the total cost of the training based on the table above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Printed Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature