

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**TRAINING COSTS AND REIMBURSEMENT**

**POLICY NO.:** 2.5

**EFFECTIVE DATE:** 1/23/01

**REVISED:** 7/1/04

9/1/06

10/9/12

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**OVERVIEW:** It is the intent of Orange County to provide regular, job-related training to assist County employees in maintaining and acquiring the knowledge, skills and abilities necessary to do their jobs effectively. This policy identifies the circumstances under which an employee may receive job-related training and the expectations that go along with the expenditure of training dollars.

**SCOPE:** This policy applies to all County employees.

**PROVISIONS:**

A. Training Budget:

Each department has a training budget. It is the responsibility of each supervisor and department head to assess the training needs of the staff he or she supervises and determine how these training dollars will be expended. While County employees may request to attend training opportunities that they believe will enhance their job performance, and such suggestions are encouraged, it is the responsibility of an employee's supervisor or department head to determine if a particular training opportunity is an effective use of his or her department's training budget. Human Resources also has a training budget that is used to provide training which is more general to all County employees.

B. Reimbursement to the County of Training Costs:

1. In most cases, training costs are paid in advance by the County on behalf of the employee. It is expected that employees who are signed up for training will attend all aspects of the training for which the County has paid. Should a personal emergency or work-related scheduling conflict arise that necessitates a training session being rescheduled or cancelled, the employee is expected to notify both their immediate supervisor and the training provider immediately. If a County employee does not notify both their supervisor and the training provider in a timely manner, or chooses not to attend a scheduled training, they may be asked to reimburse the County for any costs the County has expended for the training.
2. Service obligation. With the exception of basic law enforcement training described below, in cases where the training is at the initiative of the employee rather than deemed as essential to basic job performance, and in which the cost of individual training or a course of training (fees, lodging and travel) meets or exceeds \$1,000, the employee will incur a service obligation equivalent to 6 months for every \$1,000 of training costs. An employee who does not complete the obligatory service, either through voluntary termination or termination from disciplinary action, agrees to reimburse the County, on a prorated basis,

the cost of the training. Employees will complete Orange County Form 2.5.1 acknowledging their responsibilities under this program.

C. Paramedic Training:

1. The County of Orange may, at its sole discretion, provide assistance with the cost of accredited paramedic programs to its employees. Selection of employees who may attend shall be at the sole discretion of the Chief and or his/her designee.
2. The County of Orange may, at its sole discretion, allow its employees to attend paramedic training on duty when staffing permits.
3. Employees who receive assistance with their paramedic training will be required to fulfill the service obligations listed in Personnel Policy 2.5 B2.

D. Basic Law Enforcement Training:

Individuals who attend and successfully complete Basic Law Enforcement training will incur a four (4) year service obligation. An employee who does not complete the obligatory service, either through voluntary termination or termination from disciplinary action, agrees to reimburse the County, on a prorated basis, the cost of the training. The cost of the training will be measured in terms of the cost of the salary of the employee during the training and any additional cost incurred by the County, such as meal reimbursement. Employees will complete Orange County Form 2.5.2 acknowledging their responsibilities under this program.

**ORANGE COUNTY  
TRAINING COST REPAYMENT AGREEMENT**

I, \_\_\_\_\_ (print name), have received or will receive, from Orange County, training on \_\_\_\_\_ (date of training) regarding \_\_\_\_\_ (type of training) whose cost (fees, travel, lodging and meals) will total \_\_\_\_\_. I understand that by accepting this training, I incur a service obligation of \_\_\_\_\_ months. If I choose to voluntarily terminate my employment with Orange County, or am terminated for cause prior to completion of this service obligation, I agree that I will repay to Orange County a prorated amount of the total cost of the training. Orange County will provide me with a statement of these expenses, will compute my prorated liability, and will subtract this amount from my final check. In the event that my final check is not sufficient to cover the amount owed, I agree to pay Orange County the balance owed within 30 days of termination of employment.

Acceptance of this Training Cost Repayment Agreement shall be a condition of my participation in the training listed above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Constitutional Officer/Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date placed in Personnel File

**ORANGE COUNTY  
BASIC LAW ENFORCEMENT TRAINING COST REPAYMENT AGREEMENT**

I, \_\_\_\_\_ (print name), understand that upon completion of Basic Law Enforcement Training, I incur a service obligation of forty-eight (48) months. If I choose to voluntarily terminate my employment with Orange County, or am terminated for cause prior to completion of this service obligation, I agree that I will repay to Orange County a prorated amount of the total cost of the training. The cost of the training will be measured in terms of the cost of my salary during the training and any other expenses incurred by the County, such as meal costs. Orange County will provide me with a statement of these expenses, will compute my prorated liability, and will subtract this amount from my final check. In the event that my final check is not sufficient to cover the amount owed, I agree to pay Orange County the balance owed within 30 days of termination of employment.

Acceptance of this Training Cost Repayment Agreement shall be a condition of my participation in the training listed above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date placed in Personnel File