



# MICHAEL A. ADKINSON, JR., SHERIFF

## Office of the Sheriff, Walton County

### EMPLOYEE TRAINING SPONSORSHIP AND REIMBURSEMENT AGREEMENT

THIS EMPLOYEE TRAINING AND REIMBURSEMENT AGREEMENT dated [Click here to enter a date.](#) is by and between the Walton County Sheriff's Office, 752 Triple G Road, DeFuniak Springs, FL and [Subject] residing at [Click here to enter text.](#), a current employee of the Walton County Sheriff's Office.

The Walton County Sheriff's Office has agreed to pay for [Subject] to attend a training, educational course, or similar instructional class; and

Should certification(s) be required for which [Subject] is attending the training, the Walton County Sheriff's Office agrees to pay for certification testing and the Employee agrees to successfully pass certification testing and/or evaluations as a condition of continued employment; and

In consideration for the Walton County Sheriff's Office 's payment for the Training, [Subject] acknowledges that through attendance at such Training, Employee will acquire skills and enhance his or her professional skills or knowledge making the Employee more marketable; and

[Subject] agrees to reimburse the Walton County Sheriff's Office for the cost of such Training if employment with the Walton County Sheriff's Office is terminated or resigns by the terms of this Agreement.

### AGREEMENT

It is at this moment agreed by and between Walton County Sheriff's Office and [Subject] hereto:

**1. Cost of Training and Expenses.** The Walton County Sheriff's Office agrees to pay the actual cost of the course(s), including books and equipment, not to exceed \$[Click here to enter text.](#) for the following Training ("Cost") :

- i. Name of Training: [Click here to enter text.](#)
- ii. Training Provided by: [Click here to enter text.](#)
- iii. Training Location: [Click here to enter text.](#)
- iv. Date(s) of Training: [Click here to enter text.](#)

In addition to the Cost of the Training, the Walton County Sheriff's Office agrees to pay all reasonable expenses related to attendance at such Training, including wages for attending required classes (excluding clinicials), provided that, the Employee submits the appropriate expense reports and all receipts for the expenses associated with the Training and such expenses are reimbursable pursuant to the Walton County Sheriff's Office 's policies as set forth in the General Orders, which may be amended from time to time.

Sponsored employees are responsible for providing reliable transportation to and from the training. Mileage is not an authorized expense.



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2. **Retention Payment.** Upon completion of the training, employee will be eligible to receive a retention payment of \$XX,XXX, divided into four payments at the following intervals: 1) upon certification, 2) after six (6) months of continuous employment following certification, 3) after twelve (12) months of continuous employment following certification, and 4) after completion of eighteen (18) months of continuous employment following certification.

3. **Reimbursement for Cost of Training.** Except as provided below, Employee agrees to reimburse the Walton County Sheriff's Office for the Cost of the Training paid by the Walton County Sheriff's Office if the Employee's employment terminates within two (2) calendar years of training completion. Employee agrees to reimburse the Walton County Sheriff's Office within thirty (30) days of termination. Costs to be repaid will be amortized on a monthly basis, with credit given for each full month of employment from the completion date of the training.

In the event that: ( 1) the Employee has not yet attended or completed the Training, (2) the Walton County Sheriff's Office has paid any portion of the Cost of the Training, and (3) the Employee's employment terminates, the Employee agrees to reimburse the Walton County Sheriff's Office for the Cost of the Training paid by the Walton County Sheriff's Office, unless the Cost is refundable, and the Walton County Sheriff's Office receives such refund or the Walton County Sheriff's Office, in its sole discretion, decides to permit another Walton County Sheriff's Office employee to attend such Training.

4. **Salary Deduction.** Employee agrees and authorizes the Walton County Sheriff's Office to deduct the amount owed, to the extent permissible by law, from Employee's pay following notification of termination from employment with the Walton County Sheriff's Office. The Walton County Sheriff's Office, in its sole discretion, may determine whether to deduct any amount owed from the Employee's pay. If the amount owed under this Agreement exceeds the amount deducted from the Employee's pay, Employee agrees to reimburse the Walton County Sheriff's Office any remaining amount due to the Walton County Sheriff's Office within ninety (90) days of terminating employment.

5. **Continuation of Employment-at-Will Relationship.** Employee and the Walton County Sheriff's Office understand and agree that this Agreement does not constitute an employment agreement and nothing in this Agreement shall replace the Employee and the Walton County Sheriff's Office's at-will employment arrangement. Both Employee and the Walton County Sheriff's Office understand that the employment relationship may be terminated by either party for any or no reason at any time before the termination of this Agreement.



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6. **Term.** This Agreement shall be in effect from the effective date until all reimbursement, if any, is due under this Agreement or the Employee remains with the Sheriff's Office one day or more beyond the minimum year(s) identified in Section 2 above.

7. **Entire Agreement; Amendments.** This Agreement contains the entire understanding of the parties. Employee and the Walton County Sheriff's Office may mutually agree to modify the terms of this Agreement at any time; provided, however, that any such modification must be in writing and signed by both parties to this Agreement.

IN WITNESS of which, the Walton County Sheriff's Office, and Employee have caused this Agreement to be executed on the date and year first above written.

Employee Name: [Subject]

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_