

CAREER MOBILITY AGREEMENT

Career mobility assignments are intended to provide career development opportunities for County employees. Career mobility assignments provide employees with increased knowledge of County and other government operations, job skills necessary for advancement or greater competency in their current positions.

Please complete all the areas of the form below. All Career Mobility Assignments must be submitted to the Director of Human Resources for review and approval.

1) Please provide a description of the career mobility position.

2) Please outline the expected benefits to be derived by the employee and by the agency which the employee is being assigned to (the assignment agency).

3) What is the proposed duration of the assignment? Please include both the beginning and ending dates.

4) What are the financial arrangements for funding this position? Will the position continue to be funded by the home agency? The receiving agency? A combination thereof?

5) Please provide a statement of agreement as to the terms and conditions of the assignment, including what the salary and employee benefits will be and the conditions upon which the assignment can be terminated.

6) Any additional information deemed necessary.

7) Please provide a statement specifying the employment conditions and status, including whether the position will be encumbered, under which the career mobility assignee will return to regular employment.

8) Please provide the signatures of the following signifying consent to participate in this Career Mobility Agreement.

Employee Signature:

Home Agency Supervisor:

Home Agency Director:

Assignment Agency Supervisor:

Assignment Agency Director:

Human Resources Director:

cc: Attached is a copy of the current [Human Resources Policy 5-100 Employment Practices](#) that covers the Career Mobility Agreement provision.