

Salt Lake County Human Resources Policy 6-200: Training and Training Repayment

Purpose

To outline required trainings for employees and to provide employee career development opportunities while allowing the County to recoup expenses for job-related training in the event employment ends within a specified period of time.

I. General Policy

The County shall require training for all employees and will provide additional opportunities for employee training and development. Certain trainings are subject to payback agreements so that the County can maximize its investment in its employee.

II. Required Trainings

- A. All newly hired employees are required to complete New Employee Orientation, Benefits Orientation, and Harassment, Discrimination, and Retaliation Prevention and Ethics Training within the 30 days of hire.
- B. All benefits eligible employees are required to complete Information Security Awareness Training at least once every year.
- C. All benefits eligible employees are required to complete Violence in the Workplace Training at least once every two years.
- D. All employees are required to complete Harassment, Discrimination, and Retaliation Prevention and Ethics Training at least once every two years.
- E. All supervisors are required to complete the Core Supervisor Training Courses within the timeframes established by the Human Resources Director.

III. Optional Trainings

- A. All optional training requests must advance the employee's professional skills and improve the productivity of County government.
- B. The Human Resources Division and Employees' University will:
 1. Plan and implement training programs;
 2. Ensure that training is provided on an equal opportunity basis;
 3. Monitor and evaluate the training programs to determine effectiveness.
- C. Administrators and supervisors:
 1. May arrange for necessary job-related training when self-education or County-wide training programs are not sufficient.
 2. Must ensure that training opportunities are provided to employees in a nondiscriminatory manner.
- D. Requests for training will be submitted to the Agency Administrator for approval.
- E. Training records are to be kept according to [GRAMA](#).
- F. Training Repayment Agreements
 1. The Administrator may require an employee to enter into a repayment agreement before an employee voluntarily enters into a training program.

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2. The repayment agreement shall contain the following:
 - a. The total itemized cost of the employee's attendance at the training or certification program including registration fees, materials, and the value of paid leave time including benefits;
 - b. An agreement that the employee will repay the County in the event that the employee voluntarily leaves employment within two years after completing the training or certification; and
 - c. The payback arrangement if the employee chooses to terminate County employment within two years of completing training or certification which shall be pro-rated per month of completed employment toward the two year period.
3. The Administrator will prepare the proposed Letter of Agreement, which must be signed by the Administrator and the employee and approved as to form by the District Attorney's Office at least ten calendar days prior to the employee's attendance at the training event. The original signed copy of the Agreement will be placed in the employee's Personnel File (Official).
4. A repayment agreement shall be prepared for each training or certification program.
5. The repayment amount may be estimated but shall not exceed the actual costs incurred by the agency.
6. The repayment amount shall not violate the FLSA including the provisions on minimum wage and overtime compensation.

III. References

- A. Governmental Records Access and Management Act of 1992, UCA 63-2
- B. Human Resources Policy:
 1. 1-200, General Definitions
 2. 2-400, New Hire Requirements
 3. 3-100, Harassment, Discrimination, and Retaliation
 4. 3-800, Violence in the Workplace

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APPROVED and ADOPTED this ____ day of _____, 2018.

SALT LAKE COUNTY COUNCIL

By _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:

Voting:
Council Member Bradley voting _____
Council Member Bradshaw voting _____
Council Member Burdick voting _____
Council Member DeBry voting _____
Council Member Granato voting _____
Council Member Jensen voting _____
Council Member Newton voting _____
Council Member Snelgrove voting _____
Council Member Wilson voting _____