

**ARIZONA DEPARTMENT OF ADMINISTRATION  
POLICIES AND PROCEDURES**

<b>Policy Number:</b> ADOA/HRD PA5.02	<b>Issued:</b> March 11, 2013
<b>Subject:</b> Training Payment	<b>Effective:</b> March 11, 2013
<b>Policy Section:</b> HR Director's Office	<b>Revised:</b> December 11, 2011
<b>Policy Owner:</b> HR Director's Office	

This policy does not create a contract for employment between any ADOA employee and the Department. Nothing in this policy changes the fact that all uncovered employees of the Department are at will employees and serve at the pleasure of the appointing authority.

**Scope:**

This policy applies to all full-time Arizona Department of Administration (ADOA) employees.

**Authority:**

A.R.S. §41-743

**Definitions:**

N/A

**Policy:**

The Arizona Department of Administration (ADOA) strives to assist employees in developing their abilities to perform their jobs or to qualify for subsequent steps in their career paths within the State of Arizona through career development training opportunities. The provision of career development training opportunities is regarded as a partnership between ADOA and its employees and is established to develop the workforce. Contingent upon division funding availability, ADOA may pay for voluntary training opportunities for employees in a fair and equitable manner which presents a reasonable correlation with the employee's duties, responsibilities, or career path within the State of Arizona. Applicants must be full-time employees. The training payment agreement between ADOA and the employee requires that the employee remain employed with ADOA for twelve months after the completion of the training period, as notated on the Training Payment Agreement form, for tuition/registration fees greater than or equal to \$2,000. The training payment agreement does not create a contract of employment.

**Procedure:**

- An application must be made on the Training Payment Agreement form prior to registering for the training course. The employee should submit the training description and fee schedule along with the application to his/her supervisor.
- The supervisor will send a recommendation to the Assistant Director of the division. The application/agreement will be returned to the employee with a notation of approval or denial within 10 working days. If the application is denied, an explanation will be included.
- If the agreement terms are fulfilled in their entirety, no payment by the employee is required.

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- If the employee remains employed with ADOA less than twelve months after completing the training, the employee will be required to repay training expenses on a pro-rated basis (see example below). Each division is responsible for monitoring its employees.

*Example:*

Training cost is \$2,000. Employee terminates employment 8 weeks after the training is completed. The debt will be calculated as follows:

- Employee's obligation is 52 weeks
  - Employee has met 8 weeks of the obligation
  - 8 divided by 52 equals 15.4% of the obligation is met
  - \$2,000 multiplied by .154 equals \$308, which is the dollar amount the employee has satisfied
  - \$2,000 minus \$308 equals \$1,692, which represents the amount the employee is required to repay to ADOA for terminating employment within the twelve month term agreement.
- Unless an exception is authorized by the Assistant Director, the employee shall be responsible for, and agrees to repay ADOA, the pro-rated costs of tuition, registration fees, books, training equipment and supplies purchased by ADOA as part of the training cost, etc. If the employee's employment with ADOA terminates prior to the completion of the twelve month term agreement for any reason whatsoever, including resignation by the employee or dismissal with or without cause.
  - In the event that the obligations of the Training Payment Agreement are not met, the amount to be repaid will be deducted from the employee's last paycheck. The Assistant Director will send a copy of the Training Payment Agreement with the final time sheet and a memo explaining the amount of money to be withheld from the employee's paycheck to the ADOA Payroll Office. Any portion of the amount to be repaid not covered by the deduction from the last paycheck shall be paid by the employee to ADOA and must be received no later than five (5) working days after the last day of employment.

### Related Forms/Attachments:

Training Payment Agreement

### Corresponding Policies:

N/A

### Contact:

If you have any questions related to this policy, please contact ADOA Human Resources Division or your division personnel coordinator.