

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 2.47**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 11/09/04**

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES  
EMPLOYEE TRAINING AND REPAYMENT POLICY**

**SUPERCEDES: N/A**

**I. PURPOSE**

To establish basic guidelines for the repayment of funds that are expended by the City of Chesapeake for external training, educational seminars and conferences or other professional development courses and associated expenses when an employee leaves the City within one (1) year of participating in or completing such programs as set forth below:

- Employee-initiated training and expenses totaling \$1,500 or greater per course or program; and/or
- City-mandated training and expenses totaling \$5,000 or greater per course or program.

**II. ELIGIBILITY**

All full-time, regular part-time and special project employees under the direction of the City Manager are subject to the provisions of this policy. Public Safety Recruits (Fire and Police) are excluded from the provisions of this policy and are required to adhere to departmental procedures for training repayment.

**III. GENERAL PROVISIONS**

- A. The employee's department shall maintain a record of the employee's participation in external training, educational seminars and conferences or other professional development courses, including an itemized list of expenses incurred by the City associated with such training. Training expenses include but are not limited to course and/or registration fees, materials, travel, lodging, meals, and/or examinations.
- B. Should an employee voluntarily separate from the City for any reason within one (1) year of participating in or completing external training, educational seminars and conferences or other professional development courses, the employee is responsible for the repayment of such expenses incurred by the City in the amount of \$1,500 or greater per course or program for employee-initiated training and/or City-mandated training in the amount of \$5,000 or greater per course or program as outlined below:

<u>Separation Date</u>	<u>Repayment Amount</u>
1-90 calendar days of course or program	100%
91-180 calendar days of course or program	75%
181-270 calendar days of course or program	50%
271-365 calendar days of course or program	25%

365 + calendar days of course or program

0%

- C. Employee-initiated training costs and related expenses totaling \$1,499.99 or less per course or program and/or City-mandated training costs and related expenses totaling \$4,999.99 or less per course or program are not subject to the repayment provisions of this Policy.
- D. Repayment of funds must be made no later than 45 days after the effective date of separation. Such funds must be returned to the applicable appropriation account of the department from which funds were originally expended. (After the 45 day cut off date, the collection of non-recovered funds will be coordinated through the City Treasurer's Office.)