

## Department of Administration Training Reimbursement Agreement

**NAME:** \_\_\_\_\_

**PCN:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**SUPERVISOR PCN:** \_\_\_\_\_

It is agreed that if employment with the State of Alaska is terminated in less than one year, unless the termination is a result of death, prolonged illness, disability, or layoff, the employee will reimburse the State for tuition, other fees, and course materials in accordance with the following schedule:

- a) 100% if termination occurs before completing six (6) months,
- b) 50% if termination occurs after six (6) months or before twelve (12) months,
- c) 0% if termination occurs after twelve (12) months.

Termination for reasons due to misconduct or delinquency on the part of the applicant or employee, or to false statements on appointment documents, either prior to, or subsequent to employment will be considered as termination for reasons within the control of the applicant or employee.

It is agreed that the employee may be required to reimburse the department if he/she fails to attend the event and the department is unable to obtain a refund.

It is further agreed that the State of Alaska shall have the right to deduct from the undersigned employee's final paycheck any monies owing to the State in accordance with the above schedule or to recover such monies by other legal means.

**CLASS TITLE:** \_\_\_\_\_

**COST:** \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date