PROFESSIONAL DEVELOPMENT REIMBURSEMENT AGREEMENT

This Agreement between MONTGOMERY COUNTY GOVERNMENT ("County Government), and _____ ("Employee"):

1. County Government agrees to pre-pay the professional development cost (the "Cost") for Employee to participate in the _____ course of study (the "Course") at _____, from _____through _____. Advances for educational fees will not be granted. Employees who receive educational assistance will be paid upon completion of course work for tuition, books, and other fees based on institutional rates.

2. Employee agrees to reimburse County Government 100% of the Cost (as set forth below), under the following circumstances:

A. If Employee voluntarily terminates his/her employment with County Government prior to completion of the Course.

B. If Employee voluntarily terminates his/her employment with County Government within two (2) years after completion of the Course.

3. If Employee submits sufficient documentary proof of successful completion of the Course and does not voluntarily terminate his/her employment before the end of two years following his/her completion of the Course, he/she shall have no obligation to reimburse the County Government for the Cost.

4. Employee agrees that any reimbursement due from him/her to County Government under this Agreement may be withheld from any expense reimbursement otherwise due employee. In the event that Employee is not entitled to an expense reimbursement or that Employee's expense reimbursement is insufficient to satisfy the full amount of his/her obligation, Employee agrees to pay to County Government within 30 days of his/her termination all amounts owed to fully satisfy the obligation.

5. Nothing in this Agreement prohibits or limits the County Government's right to terminate Employee's employment or otherwise discipline Employee under applicable policies, rules and regulations.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____