Phoenix LEADS Training Contract

This Contract is needed for Language Classes Only.

1. Complete this Contract and fax it to 602-534-9817 before the first day of class.
2. You will receive confirmation from e-CHRIS or call Employee Development at 602-262-6401/Voice or 602-261-8687/TTY for class confirmation.

A. TUITION REIMBURSEMENT

I, (print name)_____,

Employee ID _____ from (Department/Division) _____

request to be considered for the SPANISH language class, level Spanish Online 1

code LINOL 1 offered on (date)_____ at (time)_____ by the

City of Phoenix Language Program.

I authorize Employee Development to use my Employee Development Fund (EDF) or Management Development Fund (MDF) to pay for the above-mentioned language class. Cost for the class is $ 440.00

I understand that the LEADS program will take the above referenced amount from my EDF/MDF to be used in good faith to prepay this class. I agree to complete this course with a C or better grade, OR, in the case of failing to complete the course for any reason, I will pay back the full cost to the City either by check or through no more than 4 payroll deductions.

B. WAIVER TO RELEASE GRADES

The Family Rights and Privacy Act of 1974, protects your privacy rights and prohibits anyone from obtaining information regarding your grades from the Language Program classes without your permission.

Your signature at the bottom of this Contract gives permission to the City of Phoenix Human Resources Department/Employee Development to obtain your grade for any/all class(es) that you attend through Phoenix LEADS. In order for the employee reimbursement plan to pay for your class, you must obtain a grade of "C" or better; otherwise you are responsible for the full cost of the class.

C. AUTHORIZATION FOR PAYROLL DEDUCTION

I, a City of Phoenix full-time employee, authorize the City of Phoenix to process up to 4 payroll deductions (minimum $50) to pay for the full amount of the class to reimburse my Employee Development Fund that prepaid the course listed above, in the event that I

- cancel after the cancellation deadline
- drop out of the class
- fail to show up for classes, resulting in a failing grade
- complete classes, but fail to obtain a grade of "C" or better
- separate employment with the City for any reason

TWO OPTIONS FOR REPAYMENT OF TUITION REIMBURSEMENT FUNDS

I understand that payroll deductions will be in effect for a period not to exceed 4 pay periods, at which time the amount stated above will be paid in full. The dollar amount deducted depends on the money owed, with a $50 minimum deduction.

I understand that I may make arrangements to repay the full amount of this class directly to Human Resources/Employee Development. Arrangements must be made within 5 days after one of the above events occurs.

D. SUPERVISOR ACKNOWLEDGEMENT

I have informed my supervisor, _____ (print supervisor's name), about this Contract and my commitment to complete the training at the scheduled days and times. If the class schedule falls during normal working hours, my supervisor agrees to allow me the necessary time to complete this course.*

*The City of Phoenix offers various schedules for language training. Courses are offered on and off City time to accommodate work schedules. If the schedule you select is during your work hours, you need your supervisor's approval. If the schedule you select is not during your working hours, we ask that you inform your supervisor about your commitment to attend the selected training. We request that you have your supervisor sign this form even if the class you have selected is off the clock.

Supervisor's Signature: _____ Date: _____

Employee's Signature _____ Date: _____

Employee's phone number _____

Please fax to: 602-534-9817