

CITY AND BOROUGH OF JUNEAU, ALASKA

Educational Reimbursement Agreement

IT IS AGREED between the City and Borough of Juneau (CBJ), Alaska, and the undersigned employee that the cost of travel/training expenses paid by the CBJ on behalf of the employee in the amount of \$ _____ shall be repaid to the CBJ if the employee leaves the service of the CBJ in less than two (2) years from the date of this agreement as a result of the employee's own action.

- _____ 1. For amounts of tuition of \$200.00 or less, 100% repayment if separation occurs within 26 weeks.

- _____ 2. For amounts over \$200.00, repayment is as follows:
 - (a) 100% if separation occurs before 26 weeks.
 - (b) 75% if separation occurs after 26 weeks but before 52 weeks.
 - (c) 50% if separation occurs after 52 weeks but before 78 weeks.
 - (d) 25% if separation occurs after 78 weeks but before 104 weeks.
 - (e) 0% if separation occurs after 104 weeks.

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

Employees not successfully completing the course shall either not be reimbursed for the travel/training costs or will be required to repay the total expenses stated above at the option of the CBJ. Such repayment may be made in installments until the total amount due is paid.

DATED at Juneau, Alaska, this _____ day of _____, _____

Employee Name

CITY AND BOROUGH OF JUNEAU, ALASKA

City-Borough Manager

Employee Signature

Date