



## Voluntary Training Agreement Process

- 1) When a Montgomery County Government employee self-nominates him/herself or a supervisor/department director submits a nomination for an employee to participate in an external county-sponsored Leadership Development Program, he or she must complete a voluntary training agreement.
- 2) This is specifically targeted to un-represented employees, Question A employees, Management Leadership Service (MLS), and Police Leadership Service (PLS) who want to participate in an external leadership development program such as Leadership Montgomery, Council of Governments Regional Institute for Excellence Program, or the NACO High Performing Leadership Program. It does not currently apply for represented employees within Montgomery County Government.
- 3) Un-represented employees, Question A employees, Management Leadership Service (MLS), and Police Leadership Service (PLS) who want to participate in an external leadership development program such as Leadership Montgomery, Council of Governments Regional Institute for Excellence Program, or the NACO High Performing Leadership Program will complete and sign an Agreement for County-Funded Voluntary Employee Development and Training [form](#).
- 4) When nominating an employee to participate in County-sponsored external Leadership Development training, the individual nominating the participant should consider if the training is relevant to the individual's current or future career aspirations and justify the need for the training.
- 5) The employee or individual nominating the employee then sends the county-sponsored external training agreement form to:
  - a. Their Supervisor (training cost per employee: \$201-\$3,000)
  - b. Their Department Director or designee (training cost per employee: \$3,001-6,000)
  - c. OHR Director or designee (training cost per employee: \$6,001-\$9,000)
- 6) Dept. Director sends approved form to OHR Director for review and forwards to Deputy CAO Fariba Kassiri for final approval prior to an employee signing up for the course which costs over \$6,000 per each employee. The Agreement for County-Funded Voluntary Employee Development and Training must be submitted and signed by the employee, supervisor, department director, and the OHR director. For courses over \$6,000, the employee's department director must recommend and the CAO must approve training with a total cost of \$6,001 up to a maximum of \$9,000 during a fiscal year.
- 7) The Chief Administrative Officer or designee must approve per Personnel Regulation 14-2(b) Employee Development amended June 1, 2020.
- 8) Department Director or designee must submit this form with all signatures with their request for payment.
- 9) Deputy CAO or designee (Director of Human Resources) reviews the form and sends it to the individual's Department Director. For Metropolitan Council of Government Programs, the Deputy CAO reviews the request and if approved, sends an email congratulating the employee and copies department director which includes a voluntary training agreement for the employee to complete.



- 10) A department director must maintain records of an employee's training, including selection for training, for the entire period of an employee's employment and must keep the records for 6 months after the employee leaves County employment. If an employee transfers to another department, the department director must give the employee's training records to the new department (Personnel Regulations-Section 4 Records 4-3b.5 amended June 1, 2020).
- 11) Department should attach approved voluntary training agreement form to the invoice through the normal Accounts Payable invoice process. Allow three business days for processing the payment. The fees need to be paid by direct payments using the payment code 55545. Department will process their payment request and attach all supporting documentation including approved form(s). Purchasing cards (P-cards) may not be used for payment of leadership training. Tuition Assistance Program can be only for tuition assistance and those who apply for Tuition Assistance Program are not eligible for this program (no double funding).