

Basic Staff Development Contract

This Staff Development Contract ("Contract") is made and entered into by and between:

Employee Name _____

Position/Department _____

Employer Name _____

Date _____/_____/_____

1. Objective

The purpose of this contract is to outline the terms and conditions for participation in the staff development program:

Program/Course Title: _____

Provider/Institution: _____

Duration: _____

2. Employee Obligations

- Attend and participate in all scheduled sessions and activities.
- Complete all required assignments and assessments.
- Submit proof of completion to the employer.
- Apply the skills and knowledge gained in performance of assigned duties.

3. Employer Obligations

- Provide reasonable time off and support for the employee to attend the program.
- Pay for or reimburse course/program fees as agreed upon.
- Offer opportunities to apply new skills acquired from the program.

4. Repayment Conditions

If the employee does not complete the staff development program or leaves employment within _____ months after completion, the employee may be required to repay all or part of the costs incurred by the employer.

5. Acknowledgement

Both parties acknowledge and accept the terms and conditions of this contract by signing below.

Employee Signature

Date: _____

Employer Signature

Date: _____