



Professional Development Agreement and Employee Acknowledgement

Alleivant Health Centers recognizes and acknowledges that its employees are the most important resource and is committed to the training and development of all employees to enable them to reach their full potential and deliver superior care to its patients. Upon occasions, there may be training opportunities that require a significant investment on behalf of the company, and will require the employee's acknowledgment of requirements associated with participating and completing selected trainings. If an agreement is warranted for a particular training, the company will provide the applicable information to include costs and employee requirements, as set forth below.

Alleivant Health Centers will cover expenses in the amount of \$ _____ towards the cost of _____ to further and enhance an employee's skills in the completion of his or her job responsibilities under the following conditions:

- Employees must complete the training by _____.
- This training may not interfere with an employee's job responsibilities/duties and must be scheduled and approved by the _____.
- The completion of this training does not obligate Alleivant Health Centers to compensate for such completion by either promotion, transfer, reassignment or salary increase.
- An employee who voluntarily resigns within a year of completion will be required to reimburse the company the cost of the training.
- If an employee is terminated within a year of completion, the employee will have their final pay reduced to reimburse applicable training costs covered under this agreement.

Employee Acknowledgement of Receipt and Understanding:

I have read and been informed of the content, requirements, and expectations of the Professional Development Agreement as set forth by Alleivant Health Centers. I have received a copy of this agreement and agree to abide by the policy guidelines set forth.

Employee Signature

Date

Employee Title

Approved By

Date