

University of Virginia Facilities Management

Education and Training Agreement Form

This Agreement Form is to be signed by the employee, his/her supervisor and an HR&T representative when an employee is participating in training that takes place during the employee's regular working hours. Any questions pertaining to this Agreement should be directed to FM HR&T at 982-5898.

I, understand that Facilities Management is willing to support me in furthering my education, training and professional development. I will honor Facilities Management's commitment to me by making the following commitments to them:

1. I agree to attend the classes in which I am enrolled. Because this class is offered during work hours, I understand that I must account for my time by attending class, being on the job or using appropriate leave. I will communicate my attendance and any need to be absent from class and the workplace with my supervisor.
2. I agree to do assignments and meet course requirements so that I will meet the learning goals. I understand that if my instructor or the school in which I am attending indicates a lack of progress on my part towards learning goals, educational benefits may be denied in the future.
3. I agree to maintain high standards of work performance during my enrollment in this program. My primary responsibility at the University is to achieve outstanding job performance, and I may only participate in classes if I maintain high standards and meet the job expectations.

By signing this agreement, I understand that failure to honor these commitments may result in my removal from class or other action in accordance with the University of Virginia's Standards of Conduct.

Employee Name (Print)

Employee Signature _____ Date

ACADEMIC YEAR COURSE

My signature confirms that I have communicated the content of this agreement with my employee and support his/her participation in class.

Supervisor Name (Print)

Supervisor Signature _____ Date

HR&T Representative Signature _____ Date