

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Revision of Recruit Training and Reimbursement Agreement

DATE: 09/10/2026

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

COMMISSION ACTION REQUESTED ON: 09/21/2026

PURPOSE: To gain approval from the Board for revision of the Training and Reimbursement Agreement for personnel attending Education and Training at the expense of the Taxpayers. This would be enforced upon the employee not working out the agreed upon (36 months) period upon signing the agreement

BACKGROUND / HISTORY:

- a. Applications for untrained personnel have greatly increased.**
- b. Habersham County Emergency Services requires the minimum training for personnel to have Emergency Medical Technician and Firefighter 1.**
- c. This requires approximately 26 weeks of didactic and psychomotor learning and practice.**
- d. A similar agreement has been used for several years for employees attending paramedic school.**
- e. Recent history shows personnel gaining this basic training and education and then leaving for bigger departments, leaving Habersham as a training center.**

FACTS AND ISSUES:

- a. A significant amount of time and money goes into training personnel to work for our department then leaves the county for another job while using the certifications and licenses earned during their employment at Habersham.**
 - b. Other neighboring counties have recruit training as well. Individuals enter the workplace with no training and receive the education in-house.**
 - c. The EMT program at the technical school is approximate 6 months – minimum.**
 - d. Firefighter training is offered at the Georgia Public Safety Training Center, for individuals affiliated with a department.**
 - e. The students must maintain a GPA above 2.0.**
 - f. \$8500.00 is to be reimbursed if the employee leaves the department without working the time of 36 months as stated in the agreement.**
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OPTIONS:

- 1) Approve recommendation: Recommend approving the revision of the Recruit Training and Reimbursement agreement for employees entering any EMS and / or Fire Education training.**
 - 2) Deny recommendation:**
 - 3) Commission defined alternative:**
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RECOMMENDED SAMPLE MOTION:

I move to recommend the revision of the **Recruit Training and Reimbursement Agreement** for employees of Habersham County Emergency Services entering any EMS and/or Fire Related Training, and for the County Manager to be able to sign these agreements on behalf of the county.

DEPARTMENT:

Prepared by:

Jeffrey D. Adams

Director: __

Jeffrey D. Adams_____

ADMINISTRATIVE

COMMENTS:_____

_____ **DATE:** _____

County Manager



Habersham County Emergency Services

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Jeffrey Adams – Director/Chief

Jason Davey – Operations Division Chief



RECRUIT TRAINING AND REIMBURSEMENT AGREEMENT

Habersham County, a political subdivision of the State of Georgia (the “County”) and _____ (the “Recruit”) (collectively referred to as the “Parties”), hereby enter into this Training and Reimbursement Agreement (the “Agreement”) this ____ day of _____, 202_.

WHEREAS, the County recognizes that employee training, education, and development provides a substantial benefit to the County, the Habersham County Emergency Services Department, (the “Department”), and to the Recruit.

WHEREAS, the County will cover the costs associated with approved training for the Recruit to obtain Firefighter certification, including the State Certified Firefighter Examination, HazMat Awareness, HazMat Operations, Emergency Medical Technician (EMT), training (collectively, the “Training”), subject to the terms and conditions set forth in this Agreement; and.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the sufficiency of which is acknowledged by the Parties, the County and Recruit hereby mutually acknowledge and agree to the following:

1. The County, by and through the Department, will assume financial responsibility for all required books and fees related to the Training when such Training has been specifically approved for the Recruit by the Department in writing, and which are not paid for or otherwise covered by financial aid (for example HOPE) (herein referred to as the “Costs”). The textbooks purchased by the Department shall be returned by the Recruit upon completion of the Training and shall become and remain the property of the Department. Some of the Costs associated with the Training are as follows:

Required books and supplies;

National Registry of Emergency Medical Technicians (NREMT) Written Exam Fee, only for 1 successful attempt; and

National Registry of Emergency Medical Technicians (NREMT) Exam Site Fee, only for 1 successful attempt.

In order for the Recruit to obtain reimbursement for the Costs, one (1) copy of all receipts requiring reimbursement must be submitted to the Training Officer or designee within 30 days of the Recruit incurring the expense. No reimbursement will be provided without a receipt or proof of payment by the Recruit. No fees will be reimbursed without the advance approval of the

Training Officer or designee before the Recruit incurs the expense. The Recruit should keep a copy of receipts for his or her records.

2. The Recruit will provide records to the Training Officer for each semester, module, or section within ten (10) days of completion. Recruit may be placed on academic probation by the Fire Chief or his/her designee for unacceptable grades (below a grade of C) or a GPA less than 2.0. Failure to improve the GPA to above 2.0 or continued grades of lower than a C authorizes the Fire Chief or their designee to terminate this Agreement and seek immediate reimbursement of the Costs by the Department paid for the Training.

3. While engaged in Training, the Recruit understands and agrees to adhere to all work-related rules and regulations, including those for the County, the Department, and the Department Standard Operating Procedures. Any misconduct by the Recruit during any phase of Training will be handled in accordance with disciplinary procedures set forth by Habersham County and the Department and may result in the termination of Training and the requirement for reimbursement of Costs by the Recruit to the County according to Paragraph 5 below.

4. If the Recruit fails to complete the Training, fails the Training, withdraws, or gets terminated or expelled from the Training, the County's obligation to continue covering the Costs of the Training shall immediately cease, and the Recruit shall repay the total amount that the County incurred and/or spent for the Training, up to a maximum repayment amount of \$8,500.00. Payment in full shall be made to "Habersham County, Georgia" and remitted to the Department within thirty (30) days of the Recruit ceasing participation in Training. Any unpaid balance after the thirty (30) days will be overdue and shall incur an interest at the rate of nine percent (9%) per annum and shall be calculated on the unpaid principal balance.

5. If the Recruit has accrued vacation or sick leave at the time the Recruit's employment with the County ends, the monetary value of such accrued leave, to the extent permitted by applicable law and County policy, shall be applied as a credit against and deducted from the outstanding balance owed by the Recruit to the County under this Agreement.

6. The Department will reimburse the employee for one successful completion of National Registry Testing. The Training Officer will be notified by the instructor when the student is cleared to take NREMT Cognitive Exam. The employee shall notify the Training Officer or designee prior to registering for NREMT certification examinations. The student will be expected to take the National Registry Cognitive exam within 15 days after being cleared by the instructor, if a testing position is available. Any subsequent testing required will be completed at least by the following schedule based on clearance by the EMT/AEMT Instructor: Test 2 – 14 days, Test 3 – 30 days, Refresher completed – 60 days, and Test 4 – 75 days. If unsuccessful within 4 attempts, additional arrangements will be made in writing by the Fire Chief with the option of termination also applicable.

The Department will pay for one full, successful, attempt at the NREMT certification examination. All additional tests will be the financial responsibility of the employee. The employee will be reimbursed upon successful completion of the cognitive exam and presentation of receipts to the Training Officer.

7. In consideration for the opportunity to attend the Training and for reimbursement of the Costs by the County, the Recruit, agrees to retain full-time employment with the Department for a minimum of thirty-six (36) months, from the date of initial employment. In the event the Recruit fails to complete the 36 months of Full-Time employment or fails to pass any of the testing within the designed timeframe, given multiple opportunities, the Costs paid by the County, up to \$8,500.00, will be reimbursed by the Recruit to Habersham County as set forth in Paragraph 5 above.

8. Compensation Progression and Shift Assignment. The Recruit shall be eligible for periodic increases in compensation upon the successful attainment of designated training, licensure, and certification milestones. Successful attainment of Emergency Medical Technician (“EMT”) licensure and Georgia Certified Firefighter certification shall constitute the applicable milestones for compensation progression, as established by the County.

Upon the Recruit’s successful completion of all required Training, including all applicable classroom, laboratory, clinical, practical, and other instructional requirements, and upon the Recruit’s successful completion of all examinations and testing modules required to obtain licensure as an EMT in the State of Georgia and certification as a Georgia Certified Firefighter, including HazMat Awareness and HazMat Operations, the Recruit shall be eligible for assignment to a twenty-four (24) hours on-duty and forty-eight (48) hours off-duty (“24/48”) shift schedule. For purposes of this Section, completion of the Training requirements alone shall not constitute completion of the applicable licensure or certification requirements. The Recruit must satisfy all applicable examination, certification, licensure, and regulatory requirements before becoming eligible for the corresponding compensation increase or 24/48 shift assignment.

I understand and agree to the terms and conditions of this agreement.

Signed this _____ day of _____, _____.

_____	_____
Employee (Recruit)	Employee Printed Name

_____	_____
Witness	Witness Printed Name

_____	_____
Representative- Habersham County Emergency Services	Representative Printed Name

_____	_____
Habersham County Manager	County Manager Printed Name