



## 2023-2024 Virgin Islands Certified Public Manager® (CPM) Program

### Continued Service Agreement (CSA)

WHEREAS, I understand that my participation in the **Virgin Islands Certified Public Manager® (CPM) Program** is voluntary; and WHEREAS, I understand that this agreement becomes valid **only if** I am officially accepted into the **2023-2024 Virgin Islands Certified Public Manager® Program**:

- a. I AGREE, that upon commencement of the **2023-2024 Virgin Islands CPM Program**, I will remain ***in employment*** with the Government of the United States Virgin Islands (GVI) for at least three (3) years, as shown below as the "Period of Obligated Service". The Period of Obligated Service shall commence on the first day of classes of the **2023-2024 Virgin Islands Certified Public Manager® Program**.
- b. I AGREE to participate in and complete the Virgin Islands CPM Program to the best of my ability unless my withdrawal is required by, or otherwise accepted by, the Government of the United States Virgin Islands.
- c. I AGREE that if I voluntarily leave my employment with the Government of the United States Virgin Islands before completing this Period of Obligated Service or the Virgin Islands CPM Program, I will reimburse the Government of the United States Virgin Islands for its portion of the Virgin Islands CPM Program fee of **\$3,500 and** for related expenses for travel, per diem, and other special fees and costs (excluding salary and benefits) paid to me, or on my behalf, in connection with this training. I AGREE that the amount of the program fee reimbursement will be reduced on a pro rata basis for the percentage of completion of the Period of Obligated Service.
- d. I AGREE that if I fail to complete the Virgin Islands CPM Program in the manner acceptable to the Government of the United States Virgin Islands, I will reimburse the Government of the United States Virgin Islands for its portion of the Virgin Islands CPM Program fee of **\$3,500 and** for related expenses for travel, per diem, and other special fees and costs (excluding salary and benefits) paid to me, or on my behalf.
- e. I UNDERSTAND that if I retire or resign as a result of a reduction in force or a termination other than for cause, that I will be under no financial obligation to reimburse the Government of the United States Virgin Islands for its portion of the Virgin Islands CPM Program fee of **\$3,500 and** for related expenses for travel, per diem, and other special fees and costs (excluding salary and benefits) paid to me, or on my behalf, for my participation in the Virgin Islands CPM Program.
- f. I UNDERSTAND that any money which may be due the Government of the United States Virgin Islands as a result of my failure to meet the terms of this agreement may be withheld from any monies owed me by the Government of the United States Virgin Islands or may be recovered by such other methods as are approved by law.
- g. I UNDERSTAND that my Period of Obligated Service transfers to another GVI agency or other department in any branch of the Government of the United States Virgin Islands and that this agreement will remain in effect until I have completed my Period of Obligated Service with that other GVI agency or branch.
- h. I ACKNOWLEDGE that this agreement or my participation in the Virgin Islands Certified Public Manager® (CPM) Program does not in any way commit the Government of the United States Virgin Islands to continue my employment.

**PERIOD OF OBLIGATED SERVICE: April 11, 2023 TO April 11, 2026**

**Employee's Name:** \_\_\_\_\_ **Employee #:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Agency/Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CC:** Personnel file