

**Highland Rim Economic Corp.**  
**HEAD START**  
**PROFESSIONAL DEVELOPMENT AGREEMENT**

Working with children and families is one of the most complex jobs in the world but at the same time, the most rewarding. The expectation of Highland Rim Head Start is that everyone will continue his/her professional development. Highland Rim Head Start is offering payment of any books, tuition and other related fees for employees who have been awarded professional development financial assistance.

In return, we ask that you agree to work with Highland Rim Head Start for a period of at least three program years following completion of your coursework. Please complete and sign the information below and return to:

Highland Rim Economic Corporation  
Head Start Program  
P.O. Box 208  
Erin, TN 37061

A Professional Development Agreement must be on file before payments can be authorized. If you do not plan to return to Highland Rim Head Start for three program years following the coursework paid with Professional Development funds, then assistance will not be provided. If you do not plan to return to Highland Rim Head Start, please notify the Head Start Director.

I, \_\_\_\_\_ agree to work for Highland Rim Head Start for a period of three program years following the coursework that is paid by Professional Development funds. I understand that if I fail to complete this agreement, I agree to repay the monies awarded to me for Professional Development within twelve (12) months after my last day of work.

Note: Completion of this agreement does not guarantee future employment with Highland Rim Head Start. If a position is not available in the future, the award recipient will not be expected to repay the awarded funds. If the award recipient is suspended, terminated or not rehired as a result of poor performance, misconduct or failure to comply with the Highland Rim Economic Corporation and Head Start policies and procedures, the award recipient will be obligated to repay the awarded amount within 12 months after the last day of employment.

This is not a contract of employment. Future employment will be based on performance and the needs of the program. Highland Rim Head Start Policy Council reserves the right to end employment at any time, consistent with your employment-at-will status and Highland Rim Economic Corporation's Personnel Policies and Procedures.

Award Recipient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_