SAMPLE Condition of Employment Agreement

GENERAL SERVICES ADMINISTRATION

AGREEMENT TO CONDITION OF EMPLOYMENT BASED ON EMPLOYEE’S RECEIPT OF WAIVER OF TRAINING AND/ OR EDUCATIONAL REQUIREMENTS FOR GS-1102 POSITION

1. I, ______________________ (Name of Employee), understand that I have been granted a temporary waiver of training and/or educational requirements to allow my placement in the position of ______________________ (position title, pay plan, series and grade) in the ______________________ (regional and organizational entity).

2. I acknowledge and agree that within _________(timeframe) of being placed in this position, I must complete the training and/or courses listed below to satisfy the core training and/or educational requirements associated with the position of ___________, and that timeframe for completing this training begins on __________________ (date) and will conclude on ________________ (date).

1. 
2. 
3. 
4. 
5. 
6. 

3. I acknowledge and agree that I may submit a request for an extension of the temporary waiver to the Senior Procurement Executive in GSA’s Office of the Chief Acquisition Officer. This request must describe the circumstances that preclude my meeting the training and/or educational requirement within the prescribed timeframe which will be evaluated to reach an appropriate determination resulting in approval or disapproval of my request.

4. I further acknowledge and agree that failure on my part to complete the training and/or educational requirements identified above within the _______(timeframe) or extended timeframe, if approved, could result in my reassignment, demotion or separation, and that appropriate action in my case will be determined based on the specific circumstances leading to my inability to fulfill these requirements. NOTE: The terms of the condition of employment pertains only to failure on the part of the employee to complete the training and/or educational requirements, and not on any actions that might have been taken on the part of management that might have impacted the employee’s ability to meet the requirements within the timeframe.
5. I acknowledge and agree that if I am reassigned, demoted or removed due to my failure to meet the training and/or educational requirements above, I knowingly and voluntarily waive my rights of appeal to the Merit system Protection Board, to file an administrative grievance, or grievance pursuant to the negotiated grievance procedure with the appropriate union.

(EMPLOYEE’S SIGNATURE) (DATE)