

**UW Health Department of Pharmacy:  
Pharmacy Technician Training Program Employee Agreement**

Per our offer to you for the position of Pharmacy Technician in the Pharmacy Department, you will be concurrently placed in UW Health's Pharmacy Technician Training Program. This is an eighteen (18) week program designed to prepare you to successfully become a pharmacy technician as well as pass the Pharmacy Technician Certification Board exam.

**Technician Training Program Employee Conference Expectation Standards**

1. In order to successfully complete the Pharmacy Technician Training Program, participants must successfully complete all course materials, tests and competencies
2. Progress will be assessed by coordinators and supervisors at "employee conferences" during the third, sixth, eleventh, fourteenth and eighteenth week of the program to discuss the following:
  - a. Progress-to-date (grades), attendance/punctuality, professionalism, attitude and to provide appropriate feedback for participants
3. Failure to maintain minimum requirements may result in being placed on a "Corrective Action Plan (CAP)"
  - a. CAP's are intended to support program participants in achieving the defined checkpoint expectations and/or progress in a positive manner
  - b. At any checkpoint meeting that an individual is not meeting expectations, they will be placed on a CAP
  - c. Individuals on CAP's will meet weekly and more frequently if warranted, to ensure appropriate CAP progress is being met
  - d. After being placed on a CAP, continuous failure (two checkpoints in a row) to achieve minimum requirements or make positive improvements, may result in removal from the program and termination of employment
4. In addition to meeting and maintaining content expectations, program participants must also adhere to all UW Health Policies and Work Rules including the attendance policy as outlined in UW Health Administrative Policy 9.13 or risk removal from the program

Once a participant has successfully passed the program and attempted the pharmacy technician certification board exam, they will be placed in a vacant Pharmacy Technician position.

If you do not pass the Pharmacy Technician Certification Board exam you are highly encouraged within six months, from the completion of the training program, to reattempt the exam. The department will only financially cover the first exam, all subsequent exam costs will be the responsibility of the employee.

If you resign or voluntarily transfer to a department outside of the Pharmacy Department prior to 24 months from the last day of the training program, you will be required to repay the cost of the Pharmacy Technician Training Program, which is \$3,400. You will also be required to reimburse the money if you do not maintain compliance with any applicable employment requirements (attendance and performance standards) for the 24-month period post-training period.

Any reimbursement shall be paid to UW Health Pharmacy Department within thirty (30) calendar days of the event giving rise to the obligation to make the refund. If you do not reimburse the amount within the 30 days, you may also be liable for any money UW Health expends to obtain the reimbursement, including but not limited to attorneys' fees, collection agency and/or court costs. By signing this letter,

you are authorizing UW Health to deduct any reimbursement owed from any paycheck or other payment due to you. However, UW Health will not reduce any paycheck to a level below minimum wage. You will be responsible for paying any balance that is not collected through these deductions.

This agreement does not alter your status as an at-will employee.

By signing below you are indicating that you understand that this form must be signed and received by UW Health Department of Pharmacy Technician Training Program Coordinators in order to be eligible for this program.

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Print Name

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Employee Signature

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Date

Bring signed copy to the first day of the program:

JoAnna Gollmer Stremick  
3185 Deming Way  
Middleton, WI 53562-1435