


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p><i>Training and Educational Assistance</i></p>	 <p>900.501</p>

PURPOSE:

Campbell County Fire Department recognizes the benefit of encouraging the learning and development of employees. In order to maintain and improve the skills required by employees and to encourage employees' further development while increasing their contribution to the organization, the Fire Department may provide ongoing training and developmental opportunities.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:


- A. Training and development may include:
 - a. Training that is required as part of, or a condition of, employment in the employee's present position, or
 - b. Non-required individual training classes and courses of study leading to advanced certification, an undergraduate or a graduate degree.

- B. In all cases the following policy will apply:
 - a. Employees must be classified as regular full-time or regular part-time;
 - b. Training must be directly related to employees' current or future positions;
 - c. Training must provide a benefit to the Fire Department;
 - d. Training and development will not be considered the right of employees and will be granted solely at the discretion of the employer;
 - e. Employees must have the applicable approvals prior to enrollment; and
 - f. Funding must be in place within the applicable department budget prior to approval of any training or class.

- C. Additionally, the following policy will apply when the training is required as part of, or a condition of employment:
 - a. The Fire Department will pay, directly to the vendor, all registration fees and other expenses necessary for employees to successfully complete their courses or training programs;

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- b. Employees will receive the appropriate rates of pay for all hours attending training and when applicable, hours of mandatory study or course work performed outside the classroom;
 - c. The Fire Department has the discretion to require repayment of training costs should an employee voluntarily leave the department within two years of completing designated training. An agreement detailing repayment requirements will be signed prior to the training. Any amount owed will be immediately due and payable at the time of termination. The Fire Department has the right to deduct any deficiency from any monies due and owing the employee including but not limited to paychecks, expense checks, and commissions.
- D. In addition to requirements A through C above, the following policies will also apply when the training is for non-required, individual classes, and/or courses of study leading to advanced certification or an undergraduate or graduate degree:
- a. The course or program must be offered by approved and accredited institutions of learning;
 - b. In order to ensure funding, requests must be submitted during the budget process;
 - c. A written request must be submitted to the supervisor. The request shall include the title and description of the course, dates of attendance, an estimate of the cost, justification for participation and the course's relatedness to the employee's current position. If the request is for courses of study leading to advanced certification, an undergraduate or a graduate degree, the following also applies:
 - i. The written request approved by the supervisor must be submitted to the Fire Chief;
 - ii. Upon review of the request, the Fire Chief will submit the request to the Campbell County Joint Powers Fire Board for approval;
 - iii. Applicable approvals must be obtained prior to the commencement of any course.
 - d. Employee reimbursement will be made directly to the employee after completion of each approved class. In order to receive reimbursement, the employee must receive a grade of "C" or better or receive a "Pass" in a pass/fail grading system. Reimbursement will include actual amounts paid by the employee for tuition, textbooks, registration, lab and library fees less any reimbursement received from other educational assistance plans. Expense statements including applicable receipts and copies of grade transcripts must be submitted in order to

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receive reimbursement. Employees must be actively employed at the time of reimbursement regardless of prior approval.

- e. Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours. It is expected that educational activities will not interfere with the employees' work, and unsatisfactory job performance during enrollment may result in, but not be limited to, forfeiture of educational assistance.
 - f. Any employee who voluntarily leaves the Fire Department within two years of receiving any reimbursement for non-required courses of study leading to an advanced certification, an undergraduate or a graduate degree will be required to repay any reimbursement received during the last 24 months of employment on a pro-rata basis from the date of reimbursement of the cost of the class, course, certification, and/or degree. An agreement detailing repayment requirements will be signed during the approval process. Any amount owed will be immediately due and payable at the time of termination. The Fire Department has the right to deduct any deficiency from any monies due and owing the employee including but not limited to paychecks, expense checks, and commissions.
 - g. The amount of reimbursement for any one employee during any one year will be limited to \$15,000.
- E. Education and training required for advancement or promotion is not automatically considered to be a requirement or a condition of employment.

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