

POLICY AND PROCEDURES
BLOOMFIELD GENOA CITY
FIRE & RESCUE

REIMBURSEMENT FOR TRAINING

ACCEPTED DATE:

01-01-03

REVISED DATE:

01-31-2008

POLICY

14

NUMBERS OF PAGES

2

ACCEPTED BY:

Purpose:

This policy shall protect the Bloomfield Genoa City Fire & Rescue (BGCFR) from unnecessary cost for education/training. This policy shall also protect the member and employees from unnecessary educational/training expenses.

Policy:

Education and training, which is required or approved by the Chief, shall be paid for by BGCFR. If a member or employee is attending a class, which is required the course/class shall be paid for or reimbursed by BGCFR. Other courses/classes must be approved prior to attendance or no reimbursement will be paid. Upon successful completion of approved courses/classes the member or employee may submit in writing a request for reimbursement for education/training pay per the payroll schedule. (Refer to policy #9) Any employee must have prior written approval from the Chief to be eligible for bonus pay.

Procedure:

Prior to attending a course/class the member or employee shall submit a request for payment or reimbursement. This may be done either by verbal or written request. Required courses may be verbal and elective courses/classes must be in writing. All courses/classes, which are billed to the service, shall require a deposit for the full amount from the member or employee. This shall be done by giving a check, payable to the agency providing the course/class, for the amount of the course/class to a Chief, these checks may be turned over to the fiscal agent for holding. This check shall be held until the class is successfully completed. If the course/class is not successfully completed the check will be mailed with the invoice to the training agency. Failure to pay for any courses/classes, which are due to the service, may be grounds for dismissal. The Chief may request that the member or employee pay for some classes directly to the training agency. If this class is approved the cost shall be reimbursed upon successful completion. The Chief or Board of Directors

may deviate from this policy if special circumstances apply.

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