

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

### **TACTICAL ACTION GUIDELINES**

1. NUMBER: 9.2.3
2. SUBJECT: *Outside of District Training*
3. POLICY: It is the Policy of the District to recognize and compensate for training from outside of the District in accordance with this Policy and Procedure.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.
  - B. The Training Officer is responsible for ensuring that all personnel comply with this Policy and Procedure.
6. PROCEDURE:
  - A. Any employee receiving educational benefits from any other source, shall not receive any reimbursement from Grant County Fire District 3.
  - B. Approved outside of District training shall only be compensated as follows:
    1. Training points awarded.
    2. Reimbursement for meals, mileage or lodging.
    3. Pre-assigned classroom work will not be compensated.
    4. Registration and tuition costs will be reimbursed.
    5. As agreed in a collective bargaining agreement or as set forth elsewhere in these policies and procedures.
  - C. Out of area:
    1. Requests to attend training must be approved by the District Fire Chief prior to attending the training.
    2. Other expenses that may be reimbursed will be handled on a case by case basis and must be approved prior to the training.

3. Meals will be paid that are part of the scheduled class.
  4. For a class that is more than one day, meals will be reimbursed, including lunch and dinner the first day, and meals for part or all of the second or following days.
  5. If an overnight stay is required, lodging shall be secured and paid for by the District.
- D. Volunteer personnel approved to attend training by the Board of Commissioners will be reimbursed as follows:
1. Reimbursement points will be awarded as established by District policy.
  2. Transportation will be provided by the District, or if personal transportation is used, reimbursement will be given at the current mileage rate for one vehicle.
  3. Meals will be reimbursed at their actual cost.
  4. Lodging will be reimbursed as established by the District Travel Policy.
- E. Part-time personnel approved to attend training by the Board of Commissioners will be compensated as follows:
1. Transportation will be provided by the District, or if personal transportation is used, compensation will be given at the current mileage rate for one vehicle.
  2. Meals will be reimbursed at their actual cost.
  3. Lodging will be reimbursed as established by the District Travel Policy.
- F. Career staff approved to attend training by the Board of Commissioners will be compensated as follows:
1. No additional compensation will be awarded for training outside of the District during normal work hours except as provided here.
  2. Travel time shall be compensated at half time and accrued as compensatory hours.
  3. Transportation will be provided by the District, only if no District vehicle is available. Current mileage rate will be paid for use of personal vehicle.
  4. Meals will be reimbursed at their actual cost.
  5. Lodging will be reimbursed as established by the District travel policy.
- G. All requests for reimbursement must be accompanied by receipts itemizing the actual cost incurred.