



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Requests for Training
Reference Number:	ADM 05-009
Effective Date:	15-Nov-04
Last Revision Date:	3-Jan-24
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to create a clear and concise understanding of the process for requesting training and reimbursement.

Policy:

Employees shall complete a training request form that will be submitted to the Administrative Captain and Training Captain no less than thirty (30) days prior to the start of class. The Training Captain will approve or deny the class based on need. The Training Captain may consult with the Chief, Deputy Chief, or Admin Captain, as needed. Classes required to maintain “core” certifications will be given the highest priority.

All classes or training, regardless if department sponsored or outside of the agency, require a training request form to be completed if the class or training impacts the work schedule or training funds. All days impacted shall be listed on the form and a course syllabus attached.

All training requests will be approved or denied within fourteen (14) days.

Receipts must be submitted to the Administrative Captain within five (5) days after the last class day. No reimbursements will be made without supporting paperwork. No exceptions.

All approvals are given with the understanding that the class will be successfully completed. If not, reimbursement of all expenses may be due.

Training funds are one of our most precious resources at Wintergreen Fire & Rescue. It's imperative that these funds be distributed in the most efficient and fair means possible. Career staff are expected to have certain credentials upon their date of hire, or soon thereafter. Courses related to these baseline credentials will be referred to in this SAP as "core courses."

All courses require pre-approval via a "Training Request Form." Courses readily available in our region will be encouraged rather than traveling substantial distances unnecessarily.

The only out of state training we currently support is the Swiftwater Rescue course at the Whitewater Center in North Carolina.

Core Courses Include: ACLS, PALS, EVOC 2 (In addition for A-C Shifts, FF2, HazMat Ops, Vehicle Extrication, DFP Mod II or VAVRS Basic & Light Duty Rescue, EVOC 3, DPO, and Aerial Operations)

Just as Core Courses are required for initial employment, they are also required for continued employment and should therefore be the employee's responsibility to maintain.

Relative to Core Courses, Wintergreen Fire & Rescue may:

- Provide department vehicles (if available) for core course transportation.
- Allow employees to attend core courses while on duty.
- Provide many opportunities "on-property" for core courses and CE.

Relative to Core Courses Wintergreen Fire & Rescue Will Not:

- Pay for lodging, meals, mileage, or overtime for core courses and/or CE.

Instructor Courses

Instructor courses are not eligible for overtime. Registration fees, a department vehicle (if available), and lodging (if applicable) will be provided. Stipends will vary and must be discussed in advance with the Chief, subject to funds availability. When possible, employees will be allowed to attend courses while on duty. If the instructor course was funded by Wintergreen Fire & Rescue then it is expected that the instructor will teach courses at Wintergreen.

VDFP Officer

VDFP Instructor

VAVRS Instructor

Education Coordinator

Care Provision - Level Advancements

Any staff person completing an advanced level program will be required to sign a twenty-four (24) month training agreement if the program was funded by Wintergreen Fire & Rescue. Only one person per shift will be allowed to attend an advanced level program (calendar year). Registration fees, uniforms, books, and a department vehicle will be provided where applicable.

The Office of EMS may offer a scholarship program for all core EMS classes. Those registering for these classes should apply for the scholarship and have the funds sent to the department to offset the cost of the course when paid for by the department.

The Administrative Captain will manage all lodging expenses. When possible, 2 persons will share each room. Persons desiring a private room, or wishing to travel with their significant other will be responsible for 50% of all lodging fees. At no time may alcohol be charged to a company credit card.