

External Training

614.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the requesting and approval of training opportunities that are not directly sponsored by the District.

614.2 POLICY

It is the policy of North Whatcom Fire & Rescue to support members in their professional development goals. It is recognized that the District will endeavor to host training classes to support a broad range of skills and proficiency in them. It is also recognized that the district is not always able to conduct specialized training classes "in house".

Members are encouraged to seek training in areas of interest in addition to training required for advancement. The District may also require members to attend specialized training for specific functions related to their job classification and duties.

614.3 PROCEDURE

Members must request training by completing a North Whatcom Fire & Rescue Training Request Form and submit it to the Training Division or their designee. The Training Division, or their designee, will evaluate requests and make equitable decisions that balance budgetary needs and employee training goals. There may be several variables involved in the approval process including, but not limited to, budget restrictions, previous training requests, and the value it brings to the District. The Training Division will attempt to spread out training opportunities among members.

614.4 COMPENSATION

If approved, members shall be compensated for their hours in training that are required for promotional advancement as identified in the associated North Whatcom Fire & Rescue job descriptions. Members will not be compensated for elective classes.

In cases where all or part of the training falls on the member's normally scheduled shift, the District will attempt to backfill the shift. The backfill of shifts shall occur one week prior to the scheduled training. For training within a 100-mile radius, the member shall report back to shift at the conclusion of training. For training outside of the 100-mile radius, the District will attempt to backfill the entire shift.

If the back-filling is not successful, the member will then have the opportunity to back out of the training or find alternative means of covering the time *i.e.* trades or compensatory time.

614.5 REIMBURSEMENT

For all approved training, the District will cover the cost of registration and training materials.

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Only training required by the District will be eligible for travel reimbursements which may include food, transportation, and lodging.

614.6 SPECIAL CIRCUMSTANCES

Compensation for training required as a result of a disciplinary process or performance improvement plan (PIP) will be decided during the disciplinary process.

614.7 SIGNATURE APPROVAL

Approved:



Fire Chief

North Whatcom Fire and Rescue

Date:

