

	Wintergreen Fire and Rescue Standard Administrative Policy	
	Subject:	Requests for Training
	Reference Number:	ADM 08-002
	Effective Date:	15-Nov-04
	Last Revision Date:	N/A
	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 reimbursement.

Policy:

Full-time employees will be allocated a set amount of money each fiscal year which he/she may use towards Fire/EMS training.

Employees shall fill out a training request form and submit to the Chief no less than thirty (30) days prior to the start of class.

Employees working towards initial certification in Fire Fighter Two or Cardiac Technician/Intermediate will be considered for a variance to this policy. All exceptions must be approved by the Fire and Rescue Chief.

Volunteers wishing to have the department pay for his/her training shall submit a training request form to the Fire and Rescue Chief for approval.

Reimbursement will include the following:

- Registration
- Meals up to \$40 per day (no alcohol)
- Mileage (standard IRS reimbursement)
- Lodging
- Employee's time (hourly rate as determined by the Chief)

Mileage reimbursement will only be approved when a department vehicle is unavailable.

Receipts must be submitted within seven (7) days after the last class day.

All approvals are given with the understanding that the class will be successfully completed. If not successfully completed, reimbursement of all expenses is due immediately. Adjustment will be made at the sole discretion of the Department Chief.