

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
REQUEST FOR OUTSIDE TRAINING	111	October 6 th , 2004	

PURPOSE

To provide a method of process and review for outside training requests.

GENERAL

The Los Pinos Fire Protection District recognizes the need and advantage of training courses offered outside of the District. Training notices that the district receives will be posted on the bulletin board in the front hallway of Station #1. Members wishing to be considered for outside training will need to utilize the following process.

- A completed Outside Training Request Form (example attached) will be submitted to your immediate supervisor for review.
- The immediate supervisor will review the request with the member, assuring all appropriate areas have been completed. After the request is approved by the immediate supervisor, it will be forwarded to the Deputy Chief.
- The Deputy Chief will review the request and forward a recommendation to the Fire Chief for discussion and final action.
- Short notice on training opportunities, unusual circumstances, or mandatory training may be considered outside of this process.
- When traveling for outside training, it is the member's responsibility to provide receipts for reimbursement to the Administrative Assistant within five (5) days of returning.
- Copies of certificates or other documentation showing attendance will also be turned in and placed in the member's personnel file.
- Members are encouraged to submit information gained from the training which could be implemented or utilized by the District to improve operations to the Deputy Chief.

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CAREER EMPLOYEE'S AGREEMENT TO CONTINUE SERVICE

Due to the costs associated with providing outside training to career employees, the Fire District is requiring that service agreements be entered into. With this authority, the District protects their investment and secures a period of service from a career employee, once the career employee completes the training. As part of the Outside Training Request Form, a career employee is subject to a continuing service agreement and consents to remain employed with the Fire District for a period of two (2) years after completion of the training.

In case of failure to fulfill the agreement, the Fire District has an obligation to recover training costs, except pay, if the career employee voluntarily separates from employment. The Fire District provides a prorated reimbursement schedule for career employees who elect to terminate their employment prior to completing two years of service.

REIMBURSEMENT SCHEDULE

AT THE END OF:	REPAYMENT
3 Months	100 %
6 Months	85 %
9 Months	70 %
12 Months	55 %
15 Months	40 %
18 Months	25 %
21 Months	10 %
24 Months	0 %

Larry Behrens

Larry Behrens, Fire Chief

October 6th, 2004

Date



<h2 style="margin: 0;">Los Pinos Fire Protection District</h2> <h1 style="margin: 0;">OUTSIDE TRAINING REQUEST FORM</h1>
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PLEASE ATTACH A COPY OF THE TRAINING BROCHURE

Name:	Date of Request:
Shift:	Shift Days to Cover:

Name of Training/Conference:	
Type of Training:	
Location:	
Registration Costs:	Other Costs (Books, etc.):

Travel By:	LPFD VEHICLE	PRIVATE VEHICLE	AIRLINE	OTHER
Transportation Costs:				
Hotel Choice:	Hotel Costs:			

Departure Date:	Departure Time:
Return Date:	Return Time:

CAREER EMPLOYEE'S AGREEMENT TO CONTINUE SERVICE

I AGREE that after I have completed training as described on this form, which is to be furnished me at the Fire District's expense, I will continue employment with the Los Pinos Fire Protection District (LPFD) for a period of not less than two (2) years, unless I am involuntarily separated.

1. If I voluntarily leave the LPFD before completing this period of service, I AGREE to reimburse the LPFD for the tuition and related fees, travel and other special expenses (Excluding Salary) paid in connection with my training, prorated in accordance with the reimbursement schedule.

2. I UNDERSTAND that any amounts which may be due the LPFD as a result of any failure on my part to meet the terms of this agreement may, unless recovery is waived by the LPFD, be withheld from any monies owed me by the LPFD, or may be recovered by such other methods as are approved by the law.

3. I FURTHER AGREE to obtain approval from the LPFD of any change in my approved training program, involving course and schedule changes, withdrawals or incompleteness, and/or increased costs. I will notify the LPFD of my grade for any academic course. If my grade is less than a "C" I may be required to reimburse LPFD for the tuition and related costs.

(over)

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Applicant: Complete and sign the form and submit to immediate supervisor for approval.

Signature of Applicant:	Date:
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Signature of Supervisor:	Date:
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THIS SECTION TO BE FILLED OUT BY THE DEPUTY CHIEF	
Prior Outside Training Attended in Calendar Year:	
Approved:	Denied:
Reason:	