



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 075**

Educational Benefits

I. PURPOSE

To encourage and reward members in obtaining additional education or training, and to increase their competence as a volunteer member of the District.

II. SCOPE

This policy applies to all members of the MJFD.

III. POLICY

It is the policy of MJFD to encourage professional development for members by providing assistance with educational expenses for attendance at job-related trainings and seminars.

IV. GUIDELINES

Educational Assistance

- A. Members wishing to enroll in job related seminars, training courses, certification training, re-certification training and testing, shall submit a request to the Fire Chief at least two weeks prior to the class date.
- B. Each request for educational assistance shall be considered on an individual basis, evaluating such factors including, but not limited to, the nature of the course, the benefits to be derived by the member and the District, the costs involved, and the level of responsibility of the member. Approval for educational assistance shall be at the discretion of the Fire Chief.
- C. In the event that the Fire Chief approves the educational assistance, the costs of the training shall be paid by the District up front if funding is available; however, if the member fails to successfully complete the training, or obtain the associated certification (if applicable) he shall be required to reimburse the District all tuition assistance paid on his behalf.
- D. In the event that approval is granted for an out-of-district training course, mileage and related travel expenses shall be determined by Standard Operating Procedure 076 Travel & Mileage Reimbursement. All pre-approved expenditures shall be reimbursed upon submission of receipts.
- E. The Fire Chief, at his discretion, may require members to enter into a Tuition Assistance Agreement, guaranteeing one -year of satisfactory volunteer service, in exchange for tuition assistance in excess of \$750.00. The Fire Chief may utilize collection agencies or any other legal means, to obtain reimbursement of tuition monies.

Certification Training / Re-Certification Testing

- A. The District will pay/reimburse no more than half of the fees associated with any initial certification testing or bi-annual EMT Refresher training.
- B. Upon recommendation of the Fire Chief, the Board shall approve all tuition assistance for Arizona Firefighter II Certification courses, Emergency Medical Care Technician Certification courses, and other courses costing the District in excess of \$750.00 per person.

Approved by the Mescal-J6 Fire District Governing Board on December 12, 2018. Replaces January 4th, 2016