

	COMPENSATION FOR TRAINING		2016
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Procedure

A hallmark of the Loveland Fire Rescue Authority (LFRA) is the high level of training received by each individual on an annual basis. In order to continue along this path and to ensure equity, the following procedures will apply for LFRA mandated training, outside training/schooling requests and recertification and certification processes.

- LFRA Mandated Training
 - This category of training is when LFRA has either directed or sought-out individuals to attend a particular outside training or school.
 - Examples are Auto X, KTF, TACFIRE Fort Carson, National Fire Academy (NFA) courses for fire investigation, Blue Card certification in the Command Training Center (CTC), etc.
 - When LFRA has directed an individual to attend an outside training or school, all employees that are non-exempt from the Fair Labor Standards Act (FLSA) will be compensated at their overtime rate. FLSA exempt employees shall not be compensated for the time while attending outside training and schools.
 - All LFRA personnel will be awarded Absent for City Business (ACB) time during their normal assigned duty hours. However, the number of ACB hours granted will depend on the location and duration of the training and shall be determined by the division chief or designee.
 - ACB is identified as ACB actual hours (ACB-A) and ACB other hours (ACB-O). If the individual returns to duty after the training, those hours will be tracked as ACB-A. If the individual has been told not to return to duty after class, those hours will be recorded as ACB-O.
 - If ACB-O has not been granted and the employee desires to take time off after class, they will be subject to the provisions of the *Vacation and Holiday usage* guideline.
 - LFRA will pay all associated costs for the training or school, including travel expenses, per diem, tuition and any materials required for the course.
 - If the outside training or school is local and a LFRA staff vehicle is available, the employee will not be compensated for mileage.

- Outside Training/Schooling Requests
 - This category of training is initiated by the individual employee when they desire to attend an outside training or school that has not been mandated by LFRA.
 - If the individual is approved for the class and it has been determined by the fire chief or designee that the class is not required for the employee's position, compensation will not be granted.
 - If the class occurs on a normally scheduled duty day and a rover is available, ACB may be granted after review by the division chief or designee.
 - LFRA will pay all associated costs for the training or school including travel expenses, per diem, tuition and any materials required for the course.
 - If the outside training or school is local and a LFRA staff vehicle is available, the employee will not be compensated for mileage.

- Employee Reimbursement to LFRA
 - If the LFRA employee fails to meet their obligation of attendance and/or completion of the outside training/schooling, barring a personal/ family emergency or LFRA reassignment, the employee will be responsible for reimbursing LFRA for the travel expenses as well as the cost of tuition. The reimbursable items could include the following: tuition; per diem; hotel; rental car; flights; and/or mileage reimbursement.
 - Each case will be reviewed by the division chief or designee for a determination if reimbursement is warranted.

- Recertification and Certification Processes
 - LFRA provides ample on-duty opportunities for employees to maintain required certifications required by the *Qualifications Matrix*. Consequently, employees will not be compensated to maintain State of Colorado IFSAC certifications, Blue Card, NIMS, State of Colorado EMT-B, CPR or NWCG qualifications required for the individuals' position.
 - An exception to this would be specialized training sessions such as haz mat rodeos for technicians, swift water technicians, divers, rope technicians and any other specialty that may fall into this category.
 - If an employee is approaching an expiration date of a required certification and the individual has been off-duty for an extended period of time due to injury, illness, Family Medical Leave Act (FMLA) or other extraordinary circumstances, those cases will be reviewed by the division chief or designee to determine if it is necessary to compensate the employee for the required training time.
 - Although LFRA highly encourages individuals to seek higher levels of certification for professional development and potential promotional

opportunities, the organization does not mandate employees to do so. Therefore, members voluntarily seeking higher certifications will not be compensated for any outside training or classes they attend unless it requires them to be involved in hands-on work. For example, Fire Instructor I and II and Fire Officer I and II are classroom sessions and the teaching does not place members in a position where they would be conducting hands-on scenarios. On the other hand, a class for burn instructors does require people to enter an IDLH environment in a burn building and thus, they would be compensated for the class.

Revision History

- January 23, 2017, Page 2, Language amended in both bullets under *Employee Reimbursement to LFRA*

References

Loveland Fire Rescue Authority (2014). Vacation operational guideline. Loveland Fire Rescue Authority, CO. Retrieved September 1, 2016 from <V:\Fire\Policies and Procedures\Current Guidelines\Administrative & Support Guidelines\Guidelines\Vacation Holiday Usage 2014G-signed.pdf>

Loveland Fire Rescue Authority (2016). Qualifications matrix. Loveland Fire Rescue Authority, CO. Retrieved September 1, 2016 from V:\Fire\Policies and Procedures\Current Guidelines\Administrative & Support Guidelines\Guidelines\Qualifications_Matrix_July_2016-signed.pdf