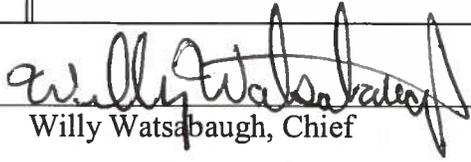




Jackson Hole Fire/EMS Operations Manual

Approved by:


Willy Watsabaugh, Chief

Title: Continuing Education
Request Guidelines

Division: 22

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Developed by:


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PURPOSE

Jackson Hole Fire/EMS (JHF/EMS) Members are encouraged and in some cases required to seek educational opportunities outside of monthly and in-service training. Opportunities include, but are not limited to certification courses, recertification courses, fire schools and conferences.

The following Guidelines are in place to complete the communication loop between stations/shifts, supervisors and the Training Division. The Guideline will also help in allocation of funds from the Training Budget.

SECTION I – CONTINUING EDUCATION REQUEST PROCESS

Step 1 – Identify the training opportunity. If training is located at a Fire School, refer to Section II. If the training is coordinated by JHF/EMS (In-house), refer to Section III. All other training opportunities should follow Steps 2-7.

Step 2 – Speak to supervisor regarding the training opportunity for approval/support.

Step 3 – Fill out a JHF/EMS Request for Continuing Education Application Form. Incomplete forms will be returned to the member making the request.

Step 4 – If there are expenses (i.e. travel, lodging, registration, etc.) associated with the training, a Continuing Education Request for Reimbursement Form must be completed. Attach the Request for Reimbursement to the Application.

Step 5 – Turn in completed forms to the Battalion Chief of Training.

Step 6 – Approval or Denial of request will be returned in writing to the member making the request.

Step 7 – If Approval is given, the member can begin the registration process for the class.

SECTION II – FIRE SCHOOL SPECIAL PROCEDURE

JHF/EMS will support members who wish to attend the State Fire Marshal's Office sponsored Fire Schools.

- Wheatland
- Cody
- Mid-Winter

A Sign-Up list will be established for each Station, along with the list of classes. Station or Shift Officers and the Battalion Chief of Training will approve each member and their selection of classes. The Battalion Chief of Training will register each member for the Fire School.

Completion of a Continuing Education Request for Reimbursement Form is not necessary. Logistics for travel and lodging will be coordinated through the Battalion Chief of Training.

SECTION III – IN-HOUSE TRAINING OPPORTUNITIES

A Sign-Up list will be established for each Station. Station Officers, Shift Officers and the Battalion Chief of Training will approve each member attending the training. The Battalion Chief of Training will register each member for the course.

Completion of a Continuing Education Request for Reimbursement Form is not necessary.

SECTION IV – PAID OPERATIONS STAFF CONSIDERATIONS

1. Paid Operations Staff (Full-Time and Pool) must coordinate Continuing Education opportunities with their Shift Officer.
2. Paid Operations Staff are required to attend a minimum of 2 trainings/crew checks per month or average a minimum of 12 trainings/crew checks per 6 months with their assigned station.
3. Training conducted during regularly scheduled shifts will be compensable (hours included on time sheet).
4. General Guidelines: Compensation for Time
 - a. Compensation for time will meet or exceed the minimum standard set by the Fair Labor Standards Act and Teton County policies.
 - b. If training is required per the individual's current Job Description, time is compensable.
 - c. Per Teton County Policy, initial certification training performed outside of regular working hours required for Firefighter, EMT or higher certification within either category will be noncompensable (not included on time sheet).
5. Recognition system for attaining additional certifications that provide added value to the organization, but are not required per an individual's job description:
 - a. A pay band increase will be initiated upon acquisition of Wyoming EMT-Intermediate or Paramedic Certification.
 - b. A step increase will be initiated for other qualifying Fire or EMS related certifications.
 - i. Examples may include: Critical Care Transport, Firefighter II, Advanced Driver Operator, Fire Instructor, Fire Officer, Fire Investigator, Hazardous Materials Technician, Wildland Engine Boss, Wildland Strike Team/Task Force Leader. Additional certifications may qualify at the discretion of the JHF/EMS Chief.
 - ii. Paid Operations Staff will receive a maximum of 2 step increases per pay band as a result of the recognition system for attaining additional certifications.

6. Certification/Recertification courses listed in the Job Description must be completed. If a paid operations staff member is unable to attend the course established by the Battalion Chief of Training, it will be up to the member to locate an alternative course. A Continuing Education Request Application and Request for Reimbursement Forms must be completed. The course registration will be covered by JHF/EMS, with travel and expenses covered by the paid operations staff member. Time off requests, if applicable, must be coordinated with the Shift Officer prior to the course approval.

SECTION V – ADMINISTRATION AND FIRE PREVENTION BUREAU STAFF CONSIDERATIONS

1. Staff must coordinate Continuing Education opportunities with their direct supervisor.
2. Training conducted during regularly scheduled hours will be compensable.
3. General Guidelines: Compensation for Time
 - a. Compensation for time will meet or exceed the minimum standard set by the Fair Labor Standards Act and Teton County policies.
 - b. If training is required per the individual's current Job Description, time is compensable.
4. Recognition system for attaining additional certifications that provide added value to the organization, but are not required per an individual's job description:
 - a. A step increase will be initiated for qualifying certifications.
 - i. Examples for Admin may include: I-Suite, Finance/Administration Unit Leader, Personnel/Equipment Time Recorder.
 - ii. Examples for the Prevention Bureau may include: Fire Investigator, WY Fire Inspector II, ICC Fire Inspector II, ICC Plans Examiner, NFPA Fire Inspector, NHSTA Car Seat Technician, WY Master Electrical License, ICC/IAEI Electrical Plan Review, ICC Energy Code, ICC Permit Technician, ICC Energy Plans Examiner.
 - iii. Additional certifications may qualify at the discretion of the JHF/EMS Chief.
 - iv. Administration and Fire Prevention Bureau Staff will receive a maximum of 2 step increases per pay band as a result of the recognition system for attaining additional certifications.

SECTION VI – TUITION REIMBURSEMENT

1. JHF/EMS will follow the Teton County Tuition Reimbursement Policy (Section 2-2 in the Teton County Policies Manual and Handbook) regarding courses from an accredited college, university, trade school or correspondence school.

