

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.2.05
2. SUBJECT: Training Request, Compensation, and Travel
3. POLICY: It is the Policy of the District to support, authorize, and appropriately compensate personnel for training activities. This Policy and Procedure establishes the process for requesting training and defines compensation, travel time, and reimbursement in accordance with applicable laws and District policies.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
  - B. The Assistant Chief of Operations & Training is responsible for ensuring that all personnel comply with this Policy and Procedure.
  - C. All personnel are responsible for complying with this Policy and Procedure
6. PROCEDURE:
  - A. Training Request Process
    1. Personnel requesting to attend training outside of the District shall submit the following documentation to the Assistant Chief of Operations & Training:
      - a. A completed Training Request Form
      - b. A copy of the class announcement or course description
      - c. A Per Diem Request Form, if reimbursement for meals is requested
      - d. A Drill Sheet specific to the class being attended
    2. The Assistant Chief of Operations & Training shall review submitted materials to determine eligibility, relevance to District operational needs, and completeness of documentation.
    3. The Assistant Chief of Operations & Training shall forward the request to the District Fire Chief for final consideration.
    4. Following approval, the Administrative Assistant shall:
      - a. Register personnel for the approved training
      - b. Make lodging arrangements, if applicable
      - c. Arrange for credit card or per diem compensation per *Policy*

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### *5.2.04 Travel, Reimbursement and Per Diem/Compensation*

5. Upon completion of training, personnel shall provide proof of attendance or completion to the Assistant Chief of Operations & Training.
  6. The District reserves the right to deny training requests that are not aligned with operational needs, budgetary constraints, or training priorities.
- B. Training Compensation
1. Employees and Volunteers participating in training during regularly scheduled work hours shall be compensated (or earn training points) for such training time.
  2. Employees and Volunteers participating in Required Training shall be compensated (or earn training points) regardless of when the training occurs.
  3. Employees participating in non-required training outside of regularly scheduled work hours shall not be compensated unless approved by the District Fire Chief or designee.
  4. With advance approval, the following may be provided for non-required training:
    - a. Training points for Volunteers as established by District policy.
    - b. Compensation or reimbursement as defined in collective bargaining agreements or other District policies.
- C. Travel Time
1. Employees required to travel to Required Training shall be compensated for all travel time to and from the training.
  2. Employees traveling to non-required training shall not be compensated for travel time.
- D. Training-Related Expenses
1. All training-related travel, meals, lodging, mileage, and other expenses shall be authorized and reimbursed in accordance with *Policy 5.2.04 Travel, Reimbursement and Per Diem/Compensation*.
  2. All reimbursement requests must comply with the documentation and submission requirements outlined in *Policy 5.2.04 Travel, Reimbursement and Per Diem/Compensation*.
  3. Other expenses may be reimbursed on a case-by-case basis with prior approval.
  4. All reimbursement requests must include itemized receipts.