

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: B-12
SECTION: Personnel Division
DATE: May 18, 2010
SUPERSEDES: NEW
TITLE: Education Reimbursement Policy

PURPOSE

To provide guidelines regarding the utilization of education funds for employees of the District.

DEFINITION

This policy will adhere to the financial limitations and procedures placed within the current adopted Memorandum of Understandings (MOU's), Article 12.

Education reimbursement funds may be utilized by District personnel to assist with covering expenses related to taking and successfully completing approved courses. Approved courses consist of Associates, Bachelors and Masters accredited classes, EMS and vocational fire and rescue courses recognized, approved and/or accepted by the State of California.

Education Reimbursement shall only be considered for classes wherein an instructor is involved and a certificate of completion or a passing grade is obtained.

Education Reimbursement shall only be approved for reimbursing the cost of tuition, materials and other school fees. Lodging, meals and travel expenses are **not** considered reimbursable, although the Fire Chief has the discretion to approve their reimbursement on a case-by-case basis, based on the benefit to the District.

A Request for Class Authorization form must be completed and approved by the Fire Chief or their designee, **prior** to enrollment.

A copy of the certificate of completion or a passing grade from the instructor of the course along with an itemized receipt, invoice or cancelled check must be submitted with the approved Request for Class Authorization Form and a completed Purchase Requisition Form.

Written by: Stephen Mayotte

Approved by: _____

Date: July 2, 2010