



# Scarborough Fire Department Scarborough, Maine



## Standard Operating Procedures

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Personnel, Policies, &amp; Procedures</b>
<b>Subject:</b>	<b>1320 - Training Pay</b>
<b>Revision Date:</b>	<b>5/5/2010 [rev. 9/12/2011]</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

### PURPOSE

The Scarborough Fire Department recognizes the benefits of a properly trained work force and intends to foster a professional organization through a wide variety of job related training opportunities. These training sessions, classes, and courses will be offered both locally and through various approved outside training vendors. This policy outlines the compensation process for the time employees spend in professional development training programs.

### POLICY

It is the intent of the Scarborough Fire Department to compensate our call and per-diem employees, at their individual rates of pay as determined by other policies in this section, for hours spent in approved training classes as specified in the Procedure section below.

### SCOPE

The scope of this policy is to compensate Scarborough Fire Department call and per-diem employees for time spent at approved training classes including department sponsored classes and courses, rookie schools, refresher classes, company training sessions, regional fire attack schools, and other classes as approved by the Fire Chief or his designee through the pre-authorization process as outlined below. Compensation for full-time employees is covered under a separate collective bargaining agreement.

This policy is not intended to compensate employees for attending the fire science degree program at SMCC, or other similar programs.

## DEFINITIONS

- A. **Qualified training** - is training that is sponsored and delivered by the Scarborough Fire Department, or training that has been approved by the Fire Chief or his designee on the Training Authorization Form # 1530 prior to taking the course.
- B. **Full time employees** - refers to the Scarborough Fire Department full time Firefighter/EMTs.
- C. **Active service** – to be considered an active member of the department all members must meet the minimum annual training requirements as outlined in SOP 1210 – Training Division. Call members must also respond to at least 12 calls/year and per-diem members must work at least 12 shifts/year. Failure to do so may result in termination from the department.
- D. **Rookie** – A recruit that has completed orientation and is authorized to ride on apparatus and respond to emergency calls is considered a rookie until they have completed all requirements under training Level 1. Rookies are not allowed to perform any function they have not been previously trained in or dangerous operations, and must always operate under the direct supervision of a senior member or company officer. Members in this class must fill out a respiratory clearance questionnaire and submit to any required follow-up medical exam when notified, and must maintain certification for respirator use.

## PROCEDURE

- A. All members who attend a training class in Scarborough shall fill out a Scarborough Fire Department training roster. The training roster shall include:
  - a. The date(s) of the class
  - b. The course title
  - c. The location of the course
  - d. The training standard used
  - e. The total course hours
  - f. The instructor and assistant instructor
  - g. The names of the individuals attending the course along with their signature, employee number, engine company number, EMS license number, and an indication as to whether they are eligible for pay or credit for this class.
- B. To be eligible for training pay the employee must:
  - a. Not be on duty for the Scarborough Fire Department or any other department or agency during the training period.
  - b. Not be compensated by any other department for attendance at the same training.
  - c. Adhere to the pre-authorization section listed below and fill out the training authorization form if the class is delivered by an approved outside vendor (see form # 1530 – Training Authorization Form).
  - d. Successfully complete the course and provide certification of such.

- C. Each call and per-diem member will receive an annual allocation of eligible training hours which they can be compensated for as outlined below:
- a. Mandatory Classes – 12 hrs. - All members are eligible to receive a minimum of 12 hrs. pay to cover the mandatory classes required by the Maine Bureau of Labor & SFD SOPs.
  - b. Elective Classes - In addition to the 12 hrs. listed above members are allotted up to the following additional hours based on their current SFD training level. These hours are for any approved classes towards a new level or refresher, and for general knowledge training sessions commonly offered at Call Company meeting & training nights.
    - i. Training Level 1 - 15 hrs.
    - ii. Training Level 2 - 20 hrs.
    - iii. Training Level 3 - 25 hrs.
    - iv. Training Level 4 - 30 hrs.
    - v. Training Level 5 - 35 hrs.
  - c. Re-certification / Licensure Classes - In addition to the hours listed above members will be eligible for additional hours for EMS re-licensure, to remain certified in specialty team requirements, and for officer level professional development for department officers as noted below:
    - i. \_\_\_ hrs. EMS re-licensure *based on the member's current EMS license level as outlined below: (These hours are based on the CEU's required per year over the three year re-licensure period for each licensure level).*
      1. 13 hrs. EMT-B
      2. 16 hrs. EMT-I
      3. 20 hrs. EMT-P
    - ii. 8 hrs. Haz Mat Technician
    - iii. 8 hrs. Extrication Team Members
    - iv. 10 hrs. Scarborough Fire Dept. Officers
- D. The following courses will qualify for training pay:
- a. All Scarborough Fire Department sponsored or delivered courses, classes, and training sessions. Training courses delivered by the Scarborough Fire Department do not require a training authorization form.
  - b. Rookie schools.
  - c. Refresher classes to maintain EMS licensure.
  - d. Regional Fire Attack Schools.
  - e. First Responder or Basic EMT classes excluding clinical or ride-along time.
  - f. Other classes, seminars, and conferences that are deemed to be a benefit to the employee and the department, and are approved by the Fire Chief or his designee.

- E. The following special rules apply to live-in students and call company rookie members. These members are entitled to the same annual 12 hour allotment for mandatory training, including orientation, as all other members. They are also eligible for the EMS recertification hours listed above, and up to 80 hours to cover attendance at Basic Fire School or that portion of rookie school that provides the minimum requirements for structural firefighting. ½ if those 80 hours will be paid upon successful certification as a structural firefighter. The other ½ will be paid upon completion of their 2<sup>nd</sup> full year of active service with the department.
- F. The following special rules apply for members who take the EMT-B class. Student Live-in members are not eligible for tuition or training pay for EMT-B classes. Call members who are approved for an EMT-B class will be reimbursed for the tuition and a total of 140 training hours (classroom time only) upon successful completion and licensure. Those hours will be paid 1/3 per year over 3 years as long as the member remains active in the department. At this time the department is unable to pay for tuition or training pay for any advanced EMT classes.
- G. In cases where a call or per-diem employee is also employed by another department, the Fire Chief may try to reach an agreement with the other department's Chief to split those costs that would benefit both departments.
- H. The Fire Chief maintains the right to deviate from this plan at his discretion based on the candidate and the value of the training to the department. The department may also be able to cover tuition for certain outside training opportunities even if pay isn't available for the time spent in training.
- I. Tuition, travel, and lodging reimbursement must be requested on the training authorization form and may be considered based on available funding. Tuition and travel will not be paid in advanced and will only be reimbursed upon evidence of successful completion of the class.
- J. A training authorization form (# 1530) shall be filled out at least 14 days prior to the application deadline for any training class or course that an employee would like to take and receive training pay for that is not sponsored or delivered by the Scarborough Fire Department. The form shall include the following information:
  - a. The date(s) of the class
  - b. The course title
  - c. The location of the course
  - d. The training standard used
  - e. The total course hours
  - f. The instructor and assistant instructor
  - g. The employees information and EMS license numbers
  - h. The cost for tuition, books, travel, lodging, and training pay
  - i. A section for a Chief Officers pre-approval and final approval to pay once certification of course completion is received

- K. Training Pay frequency
  - a. Full time employees will be compensated for qualified training on a weekly basis.
  - b. Call & Per-Diem employees will be compensated on a monthly basis at the same time call company payroll is processed. All training records must be turned in to the Chief's office by the 10<sup>th</sup> of the month, and checks will be processed and available as close to the 15<sup>th</sup> of the month as possible.

## **RESPONSIBILITIES**

- A. It is the responsibility of all members of the Scarborough Fire Department to sign a course roster when attending any local department class.
- B. It is the employee's responsibility to seek pre-approval for any course not offered by the Scarborough Fire Department at least 14 days prior to the application deadline for that course.
- C. It is the Chief Officer's responsibility to review all pre-approval requests for training pay and reimbursements. Such approval will be made based on the employee's bank of available training hours for that fiscal year, available budget funds, and fairness to all employees, and the applicability of the class to the professional development of the employee and the goals of the Scarborough Fire Department.
- D. It is the company training officer, instructor, and individual part time employee's responsibility to submit all training records and attendance sheets to the Chief's office by the 10<sup>th</sup> of the month for processing.
- E. It is the full time personnel's responsibility to submit their training records and attendance sheets to the Chief's office by 0800 hrs. each Monday for processing.
- F. It is the training division's responsibility to record the class rosters and maintain an up to date record of all training hours, both for pay and credit that SFD employees complete.

## **REFERENCES**

- A. Town of Scarborough Personnel Ordinance
- B. Maine State Labor Laws