

# City of Winter Park Fire-Rescue Standard Operating Guideline

# 430.02

**Title: Guidelines for Attendance at Training Programs offered Outside the Department**

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**Purpose:** To establish a guideline for all personnel that will outline what compensation will be afforded to an employee attending a particular training seminar outside the City of Winter Park Fire Department.

**Scope:** This spirit of this guideline will cover all personnel of the Winter Park Fire Department. Members of the Fire / Rescue Division will submit training requests to the Assistant Chief / Operations. Members of the Office of the Fire Marshal will submit training requests to the Fire Marshal. Members of the Administrative Division will submit training requests to the Fire Chief. Any authority to deviate from this guideline will rest with those specific division leaders who will be responsible for any deviations.

**General:** This guideline will outline three (3) basic groups of training that will be sponsored by this Department along with the groups of compensation that coincide with that type of training.

## **430.02.01. GROUP "A" TRAINING**

All qualified employees shall be permitted time off work with pay to attend any REQUIRED classes for certification to retain their CURRENT POSITION with the Department. This will include all classes required during off-duty time as well. For this type of required training the personnel will receive as many benefits as are allowed under the City Personnel Policy Manual for required training. All other Fire/Rescue related schools, seminars, etc. will be a consideration of the specific division leader and the decision as to what type of training the particular school is will be left to their discretion.

Professional Development Training as outlined in SOG 430.03 shall be considered Group "A" Training. Additionally, approved attendance at / through the National Fire Academy in which attendance qualifies under Federal or State educational subsidy shall be deemed to be Group "A" training.

**430.02.02. GROUP "B" TRAINING:**

All eligible employees that wish to attend a class that is not required for their current position but may be used for skills development in a specific area. All schools, classes and seminars must be pre-approved to comply with the City Personnel Policy Manual Section – 6.10.

Group “B” Training shall consist of the following:

- Department Sponsored Paramedic Program
- Technical Rescue Training to include: Building Collapse, VMR, Rope Rescue, Trench Rescue, Confined Space Rescue and other State required TRT certifications.
- Department related program essential certifications.

**430.02.03. GROUP "C" TRAINING**

Those classes, schools and seminars that the employee decides to attend on their own, but that requires Department sponsorship in writing only. In this case the Department will assist the employee in obtaining time-off by use of time-trade and the use of accrued leave. No compensation from the City will be offered for any of these classes.

All schools, classes and seminars must be pre-approved to comply with the City Personnel Policy Manual Section 6.10.

Group “C” Training shall consist of the following:

- Non sponsored paramedic programs
- Non department related classes or seminars for non degree seeking individuals.
- TRT-like courses already previously taken.

**430.02.04.** All pertinent paperwork for attendance of any training must be submitted in a timely manner as per City and Departmental guidelines. Failure to do so, without extenuating circumstances, will result in a denial of attendance and/or sponsorship from the Department. Discretion for this will be left to the specific division leaders.

**430.02.04.** All training attended by members of the agency shall be input into FirePrograms or the current RMS being utilized by the agency. Additionally, an electronic training roster shall be completed for the attendance of the training. As part of the RMS input and the training roster, a full course outline shall accompany any certificates provided to

the Assistant Chief / Operations for input into the training system and into the member's file.