

Hurricane Fire Rescue

Hurricane, WV

Administrative Guidelines

Subject
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Education Reimbursement
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1

Purpose: This guideline establishes the procedure for education department members.

Scope: All personnel

Responsibility: It is the responsibility of all personnel to follow the prescribed policy for education reimbursement.

Education Reimbursement

It is the policy of Hurricane Fire & Rescue to encourage in-service training and continuing education beneficial to a member in his or her capacity with the department. The purpose of this policy is to help the department attract, retain and develop a productive, educated and motivated membership.

Requests for the opportunity to participate in college-level courses, to take federal, state or local courses or examinations, or to participate in any other training, should be submitted to the Fire Chief. The Fire Chief or his/her designee will have the discretion to approve or disapprove the requests, based upon the budget. The training must provide benefit to the member in performing his or her job responsibilities for the department.

Reimbursement to the member for costs of the education or exam will be in accordance with the current policy. All reimbursement is contingent upon documentation that the member received a passing grade for the courses or exams.