

	Policies & Procedures Tri-Town Emergency Medical Service			
	<i>Title:</i> Training Funds			
	<i>Policy No.</i> TBD	<i>Original Adoption Date</i>	<i>Revision – No. & Dates</i>	<i>Page No.</i> Page 1 of 4

Section 1.0: Purpose

The purpose of this policy is to establish procedures for the dispersion of training funds for employees of Tri-Town Emergency Medical Service (hereafter “the Service”)

Section 2.0: Organization Affected

All employees of Tri-Town EMS

Section 3.0: Definitions

3.1 “Good Standing” Shall refer to any employee who meets the requirements stated within the applicable job description, provides or works a minimum of 36 hours a month, has not been suspended in the last year, and is free of any inquiry that may result in the employees termination.

3.2 “Work Assignment” shall refer to any task or function that is assigned to an employee and is made a required function of their position. As it pertains to this policy, any training or educational opportunity applied for by an employee and approved by the service shall be considered a “work assignment” upon approval by the Director or their designee.

Section 4.0: Policy

4.1 EMS Refresher Programs.

- a. The service shall only pay for Refresher Training Programs (RTP’s) if the service is the employee’s primary service and the employee is not full time for any other organization which requires the employee to have an EMS License.
- b. The service shall only pay for RTP’s for employees who are in good standing.
- c. The service may pay the training vendor directly for an employee’s RTP.
- d. Any course pre-paid by the service of which the employee fails the course or fails to attend will mandate the employee repay the service for the amount that was paid for the course. Any course pre-paid by the service shall be considered a “work assignment” and as such, the employee may be subject to disciplinary action for failure to complete a work assignment if they were absent for any portion of the course.
- e. The service shall not paid the employee for their time to attend a RTP.

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	<i>Title:</i> Training Funds			
	<i>Policy No.</i> TBD	<i>Original Adoption Date</i>	<i>Revision – No. & Dates</i>	<i>Page No.</i> Page 2 of 4

4.2 Continuing Education Training

- a. The service shall only pay for Continuing Education Trainings that has direct application to EMS, particularly in the emergency setting and does not include course solely applicable for Inter-Facility Transport (IFT) unless so approved by the Service Director.
- b. Any Continuing Education Training that has a fee shall be paid by the employee. Upon completion of the training, the employee may submit the course completion certificate with a receipt of payment for reimbursement.
- c. Any Continuing Education Training that has a fee shall require the employee to apply for reimbursement prior date of the training if the employee wants to be reimbursed for the course.

4.3 CPR, ACLS, PALS, and other similar Certification Courses.

- a. The service may pay for in advance or reimburse the employee for certifications that are required to maintain their licensure if a fee is incurred and the service is unable to provide the course.
- b. Any pre-paid courses pertaining to this section shall be considered a work assignment.
- c. The employee shall reimburse the service for any course prepaid by the service and the employee does not pass the course or fails to attend. Disciplinary action may be applicable. (reference section 4.1.D)
- d. The service shall only pay for Certification Course that are required for an employee's licensure or applicable to an employee's license level.

4.4 Conferences.

- a. All conferences shall be pre-paid by the employee.
- b. Employees must apply for training funds in advance if they wish to be reimbursed for the conference. The employee shall provide all applicable course completion certificates to the Service Director or their designee when submitting for reimbursement.
- c. The service shall only pay the actual conference registration fee and applicable course fees for conferences. Employees shall be responsible for room and board as well as any travel costs associated with the conference.

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	<i>Title:</i> Training Funds			
	<i>Policy No.</i> TBD	<i>Original Adoption Date</i>	<i>Revision – No. & Dates</i>	<i>Page No.</i> Page 3 of 4

Section 5.0: Procedures

5.1 Approval Process.

- a. Employee shall submit to the Service Director, or their designee, the service's training request form.
- b. The training request form shall be considered by the Service Director, or their designee and shall consider the following:
 - i. Employee's activity with the Service.
 - ii. If the Service is the employee's primary service.
 - iii. If the employee is in good standing, employee's recent disciplinary record.
 - iv. Is there a benefit to the Service for the employee attending the training?
 - v. Is there sufficient funds within the budget to fund the training opportunity?
 - vi. Are there any scheduling conflicts if the employee attends the training?
 - vii. The amount of funds that have been paid out on the employee's behalf.
 - viii. Other items deemed relevant to an individual request.
- c. The Service Director, or their designee decide on the training request and provide notification of their decision.
- d. If the training form is rejected, the Service Director or their designee is not obligated to provide a reason for the rejection.
- e. If approved, the employee shall be expected to attend the training, regardless of when the service makes payment.

5.2 Reimbursement and Record Keeping.

- a. For approved trainings where the employee is to be reimbursed, the employee shall submit, to the Director, as soon as practical after the training, a receipt from the training.
- b. Employees shall provide the Service Director or their designee, proof of completing the course or training, as soon as practical after the training.
- c. Falsifying any of the required documents may result in the immediate dismissal of the employee from the Service.

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	<i>Title:</i> Training Funds			
	<i>Policy No.</i> TBD	<i>Original Adoption Date</i>	<i>Revision – No. & Dates</i>	<i>Page No.</i> Page 4 of 4

Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to all employees and at such other times as may be necessary.

Section 7.0: Signatures

	Position	Signature	Date
<u>Policy Prepared By:</u> Christopher Gamache	Service Director		
<u>Board of Directors:</u> Shaun Mulholland	Chairman of the Board		

Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				
Amendment				
Amendment				
Amendment				