

DEPARTMENT OF FIRE AND RESCUE SERVICES



GENERAL ORDER

700.01



Originating From	Issue Date	Revision Date	Attachments
Training	11/20/1995	N/A	N/A

SUBJECT: Training / Educational Partnership

APPLICABILITY: All Personnel

POLICY:

It is the policy of the Howard County Department of Fire and Rescue Services (DFRS) to provide training and educational opportunities to all employees. The Department's goal is to accomplish training/education in the most cost beneficial manner possible. This policy shall serve to develop a training and education partnership between the employee and the DFRS.

1 DEFINITIONS

- 1.1 **Assigned Training:** Associated training and recertification as required by employee's present job description or educational/ informational programs deemed necessary by the DFRS to maintain quality delivery of service and to keep pace with current trends.
- 1.2 **Requested Training:** Training, educational programs, or seminars requested by the employee, that fall outside the requirements of the employee's present job description. These programs shall be relative to the fire/rescue service.

2 ASSIGNED TRAINING

- 2.1 Assigned training shall routinely be conducted on duty, during the normal work hours of the employee.
- 2.2 When a training course or seminar schedule requires attendance outside the normal work hours of the employee, the DFRS shall adjust the employee's work schedule to accommodate the class or seminar.
- 2.3 Exceptional circumstances such as specific classes/seminars that cannot be accomplished through a schedule adjustment may require overtime compensation. This shall be the exception not the rule, and must have prior approval of the Bureau Chief.

DEPARTMENT OF FIRE AND RESCUE SERVICES



GENERAL ORDER

700.01



3 EMPLOYEE REQUESTS FOR TRAINING

- 3.1 Employees may request official leave for a training class or seminar if all or part of the training occurs on a scheduled work day.
- 3.2 If all or part of the training occurs outside of the employee's normal work schedule, the employees must attend that portion of the training class on their own time.
- 3.3 If an employee receives official leave for all or part of a training class or seminar, successful completion is required. Failure to successfully complete a class will result in the employee being charged annual or personal leave for the time official leave was granted.
- 3.4 Employees must submit a Certificate of Completion or similar document to the Training Branch to be placed in the employee's training history file.
- 3.5 Employees may request that the DFRS register them for training classes or seminars with the understanding that the employee will attend on their time. Leave, if necessary, must be requested in accordance with departmental policy.
- 3.6 The employee may request the County to cover costs associated with any training class or seminar. The request for expenses associated with a training class or seminar must have prior approval by the Fire Chief or his designee.
- 3.7 Course request cards with all pertinent information attached must be submitted and approved via the chain of command.

Approved:

A handwritten signature in cursive script that reads "Joseph A. Herr".

Joseph A. Herr
Fire Chief