

TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATION OPERATIONS

Part 2: Administrative Policies

Subject: Training Pay

Page 1 of 2

Effective Date: 7-1-02

Section: 1-2-19

Revised Date: 03-23-09

- 19.01 PURPOSE. To define training pay limits for Student Firefighters, Probationary Firefighters, Firefighters, Reserve Firefighters, Emeritus and Associate members of Township Fire Department Inc.
- 19.02 GOAL. To describe training pay eligibility.
- 19.03 Definition:
- A) Minimum Training: Entry Level Firefighter Parts I & II
Hazardous Materials Awareness
TFD Skills Check-off
TFD Drive Check-off
TFD Agility Check-off
 - B) Department Sponsored Training – Shall be defined as training that is listed as follows:
 - In-Station Training
 - Emergicare Monthly Training
 - Main Meeting Training
 - Officer Meeting Training
 - Hazmat Group Training
 - Special Rescue Group Training
 - NIMS & ICS Training
 - Other applicable training as determined by the Chief of Training & Safety.
 - C) Non-Department Sponsored Training – Shall be defined as training in which the department pays the tuition for the member to attend, or training that is sponsored by a technical college or an outside agency.
- 19.04 The Board of Directors sets the rate of pay for training.
- 19.05 Members who have not met the minimum training requirement as required by the Department will be paid an hourly wage for attendance of Departmental Sponsored Training. The wage will be equal to that of minimum wage for training that is held.

Subject: Training Pay

Date: 7-01-02

Page 2 of 2

- 19.06 Members who have met the minimum training requirement as required by the department will be paid an hourly wage, as set by the TFD Board of Directors, for attendance of Department Sponsored Training.
- 19.07 Members attending a Non-Department Sponsored Training will be compensated at a per session rate to be determined by the Board of Directors.
- 19.08 Members attending a conference where the registration fee, lodging, meals, and mileage are paid for, will not be compensated and hourly wage or per session wage for the conference.
- 19.09 It is recommended that following the completion of *State Certified Firefighter I* and again at the end of the *State Certified Firefighter II* courses that the written and practical testing is taken. Township Fire Department will pay the exam fee one time at each level for firefighters wishing to participate in this testing.
- 19.10 Members are encouraged to attend Firefighter I & II Skills review sessions. The costs associated with the review sessions are the responsibility of the member and not Township Fire Department.
- 19.11 It is the responsibility of the member to turn in proof of completed classes to the Chief of Training & Safety within 1 month of the completion of the class to be compensated for attendance.
- 19.12 Completed class information submitted after the final payroll for that calendar year has been completed, will not be paid. Classes that are continuing through the payroll will be accepted when completed.
- 19.13 Sign-up sheets for departmental sponsored training must be turned in to the Chief of Training and Safety no later than the 1st of the following month from which the training was completed for credit to be given. All parts of the form must be completed in order for personnel to receive credit.
- 19.14 All sign-up sheets must have an objective sheet attached for credit to be given.
- 19.15 Members enrolled at CVTC in the Fire/Medic Program will not be paid an hourly wage or per session wage while taking classes required as part of the program.