



Little Rock-Fox Fire Protection District Educational Enrollment Application / Policy / Agreement

The Little Rock-Fox Fire Protection District ("LRF") desires to invest in our future by investing in our personnel through the promotion of education for all our contractors and employees. In this regard, LRF agrees to underwrite the costs of education (including tuition, enrollment, books, etc.) under certain conditions as outlined below. In return for this investment, Applicant commits to a **Payback Service Period** as outlined below.

Applicant Name _____ Rank _____ Today's Date: _____

Course or Session Name _____ Date(s) of Course _____

School/Facility Name and Location _____

Tuition / Course Fee \$ _____

Books / Materials Fee \$ _____ (refer to the **Meal Reimbursement Policy**)

Yes No

Approval _____ If rejected, reason _____

Training Officer Signature _____ Date _____

Chief Officer Signature _____ Date _____

CONDITIONS (choose one):

In all cases, the Applicant **must**:

1. ...have met or exceeded **Standard Participation**¹ in each of the 4 quarters preceding this application.
2. ...complete this Application and receive approval no less than **10 DAYS BEFORE** enrolling in the session.
3. ... successfully complete the above-named course(s) demonstrated by a passing score.
4. ... receive certification from the IL Office of the State Fire Marshall, IL Dept. of Public Health, or other agency.

Fire Course (attending as an employee or contractor of LRF)

The Applicant agrees:

1. ... to reimburse LRF for 1/8 the total cost quarterly if Standard Participation¹ requirements are not met.

Fire Course (attending as an employee of another fire organization)

The Applicant agrees:

1. ... no reimbursement is due and no attendance requirements apply.

EMT-B Course:

The Applicant agrees:

1. ... to pay personally for the course and materials until certification is submitted for lump-sum reimbursement.
2. ... to reimburse LRF for 1/8 the total cost quarterly if Standard Participation¹ requirements are not met.

EMT-P (Paramedic) Course

The Applicant agrees:

1. ... to pay personally for the course and materials.
2. ... if Standard Participation¹ requirements **are** met, LRF will reimburse for 1/8 the total cost quarterly.
3. ... if Standard Participation¹ requirements are **not** met, no payment is made to the member for that quarter.

Applicant hereby agrees to the Conditions above and further agrees that if the Conditions are not met, Applicant shall reimburse LRF the total of all fees and expenses as listed above immediately upon the Conditions not being met and in no case, later than 6 months thereafter. Applicant directs and authorizes LRF to withhold payroll and/or reimbursements in order to secure repayment under this agreement.

Applicant Signature _____

Date _____

¹ See "Standard Participation" on reverse

PAYBACK SERVICE PERIOD:

The Payback Service Period is 2 years (8 quarters) and assures the taxpayers are receiving future benefit for the funds spent on education.

STANDARD PARTICIPATION:

Standard Participation for LRF employees is defined as attending at least 50% of the Scheduled Trainings or responding to at least 20% of the average Incidents responded to by the top 5 personnel. Standard Participation for LRF contract employees (LLS employees) is defined as full time employment by LLS.

TERMINATING EMPLOYEMENT

An accepted trait of the part time and contracted fire and EMS service is job changes. While LRF would like to retain personnel long-term for the benefit of its residents, the district understands that leveraging the professional training received at LRF and moving on to bigger opportunities is part of the process. If an employee or contractor voluntarily resigns before their Payback Service Period(s) is/are complete, the full open balance will be due immediately.

UNDERSTANDING THIS AGREEMENT:

Prospective students must clearly understand these terms and must ask any District Officer to clarify if needed. Signing and submitting this agreement explicitly agrees to its written terms.

MEAL REIMBURSEMENT POLICY:

The Little Rock-Fox Fire District will provide meal reimbursements to any LRF students while attending classes. It should be noted that LRF students have the luxury of paid classes by the District and reimbursement for meals while at class. The following rules will apply for meal reimbursements:

- Day Classes = \$10 maximum per day.
- Classes requiring overnight stays = \$35 maximum per day.

Please contact the Training Officer for class approval and other accommodations. Of course, if you're staying at a hotel with free breakfast or attending a class serving lunch, you will need to deduct accordingly. Please deduct \$10 for breakfast and \$10 for lunch, leaving you with \$15 to cover dinner. There will be no meal reimbursement if you attend a half day or partial day class.

The District does NOT reimburse for liquor or entertainment bills.

In order to get the meal reimbursement, be sure to turn in your **itemized receipts** (not credit card summaries) with your name on them to the Administrative Assistant or the Fire Chief.

TRAVEL POLICY:

The following rule will apply for travel reimbursements:

- Driver will receive \$5 per class day attended to be paid on their next Quarterly paycheck. Must be documented on the LRF Travel Reimbursement form.

DRESS CODE:

While attending classes *within the District*, students will wear the same attire as expected at other similar District events (training, meetings, etc). While representing the Little Rock-Fox FPD *outside the District*, please wear your Class B uniform or District-issued Polo shirt and navy pants to all classes.

TRAINING OFFICER APPROVAL

This document is an **application** for training reimbursement. Approval from the Training Officer ("TO") and a Chief Officer is required before reimbursement may be made.