

## Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: **Educational Assistance**  
POLICY NUMBER: **2120**  
APPROVAL DATE: **10/16/25**

- 2120.1** Employees of the District are encouraged to pursue educational opportunities, which are related to their present work, which will prepare them for foreseeable future opportunities within the District, or which will prepare them for future career advancement.
- 2120.2** To be eligible for reimbursement of costs, the employee must receive advance approval for the class(es) and expenses, not to exceed \$350 per semester, through the Chief and the Board of Directors. Requests for reimbursement should be submitted in writing. The employee will be notified of formal approval, or the reasons for disapproval.
- 2120.3** Upon completion of the class (es), the employee is responsible for sending copies of the proof of completion, and expense receipt(s) to the Chief.
- 2120.4** The type of classes generally eligible for reimbursement per this policy:
- 2120.4.1** Classes which are related to the employee's present work assignment or which may contribute to the benefit of the District. Such classes may be taken individually and need not be directed toward a degree or certificate.
- 2120.5** Specialized training is defined as any training that is not mandated as a requirement for performing the service of a Volunteer/Employee in which the District deems beneficial to District operations. The intent of that specialized training is training that is not required to be taken and is training that is accepted by the Volunteer/Employee without any loss of status/rank or by negative reflection on job performance/evaluation.
- 2120.5.1** Obligations/Expectations: All specialized training will require a written agreement to be executed between the Fire Chief and the Volunteer/Employee, or the Fire Chief and Chairperson of the Board, to be brought to the Board of Directors specifying what is to be provided to the Volunteer/Employee and what the District expects to receive in return from the Volunteer/Employee.
- The agreement should include particulars in regards to training, materials, and volunteer service. The District will retain the original copy of all materials provided. All agreements will comply with the Equal Opportunity Employment requirements. Any refusal of specialized training will not affect the Volunteer/Employee's job performance review or status/rank.