

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 117-1	REVISED: 1	PAGE <u>1</u> OF <u>2</u>
	SUBJECT: PARAMEDIC TRAINING		

1.0 Policy

It is the policy of the City of Winona to encourage Firefighters to expand their skills in becoming Certified Paramedics. Over sixty percent of the Winona Fire Department's emergency calls are for emergency medical services. Therefore, the City of Winona may provide a fifty percent (50%) reimbursement for tuition and books for paramedic training up to a maximum of \$3,000 to Fire Department personnel who meet the following criteria.

2.0 Departments Affected

City of Winona Fire Department

3.0 Procedure

3.1 Application

- 3.1.1. Applicant must submit a request in writing to the Fire Chief or designated representative.
- 3.1.2. Approval by the Chief is required prior to registration for training. The decision of the Chief is final.

3.2 Reimbursement

- 3.2.1. The City will provide reimbursement only as limited in section 1.0 of this policy, and as limited in this section.
- 3.2.2. The City will provide reimbursement only on the employee's successful completion of an accredited course (the employee must furnish copy of diploma to the Fire Chief or designated representative).
- 3.2.3. The employee must also provide a true copy of EMT – Paramedic license to the Fire Chief or designated representative.
- 3.2.4. The employee must also provide copies of all paid receipts for tuition and books to the Fire Chief or designated representative.
- 3.2.5. After the employee provides all necessary documentation, the City through the Fire Chief or designated representative shall advise the employee whether the employee qualifies for reimbursement and, if so, shall inform the employee of the total potential reimbursement amount.
- 3.2.6. The City will fully reimburse an individual only to the extent he or she continues to maintain employment as a Fire Fighter for the City.

DEPARTMENT: FIRE	SUPERSEDES: 10/27/2000	PREPARED BY: EK	APPROVED BY: JRB	DATE: 01/05/2004 REVISED: 5/16/2006 REVIEWED: 4/24/2013
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3.2.7. The City will reimburse qualified employees as follows:

- Following authorization by the Fire Chief or designated representative (see subsection 3.2.5 of this policy), the City will reimburse the employee the first one-fourth of the total potential reimbursement amount.
- On the one-year anniversary of the employee's qualification for reimbursement, if the employee at that time maintains employment as a Firefighter for the City, the City will reimburse the employee the second one-fourth of the total potential reimbursement amount.
- On the two-year anniversary of the employee's qualification for reimbursement, if the employee at that time maintains employment as a Firefighter for the City, the City will reimburse the employee the third one-fourth of the total potential reimbursement amount.
- On the three-year anniversary of the employee's qualification for reimbursement, if the employee at that time maintains employment as a Firefighter for the City, the City will reimburse the employee the final one-fourth of the total potential reimbursement amount.
- If the qualified employee leaves employment as a Firefighter for the City at any time for any reason other than a reduction-in-force layoff, the City's commitment to reimburse the employee shall end immediately and the City will provide no further reimbursement payment to the employee under this policy.

3.2.8. Any qualified employee who does not receive a reimbursement payment to which the employee may be entitled must notify the Fire Chief or City Manager's Office within twenty days of the anniversary date on which the employee became eligible for the particular payment at issue. An employee who fails to so notify the City waives any challenge to the nonpayment.

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