





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Tuition Reimbursement Program	SECTION/TOPIC: PERSONNEL
NUMBER: 200-34	ISSUE DATE: 12/19/17
REVISION DATES: 2/28/19 3/8/19 2/15/21 5/22/2024	APPROVED BY:  Mason Dorsett <hr/> PRESIDENT – BOARD OF DIRECTORS  Bart Travis <hr/> FIRE CHIEF

I. PURPOSE

- A. The purpose of this procedure is to establish how tuition reimbursement will be administered within the organization.

II. SCOPE

- A. This Standard Operating Procedure applies to all career and part-time members of the Northern Wake Fire Department, who have completed no less than one-year of employment and are in good standing.

III. PROCEDURE

- A. All career employees of the Northern Wake Fire Department, who have completed no less than one-year of employment, are eligible to apply for tuition reimbursement.
- B. Tuition and book reimbursement shall not exceed \$1,500 per employee per fiscal year (July 1st to June 30th)
- C. Total annual reimbursement will be limited to the amount allocated each fiscal year by the Corporate Board of Directors.
- D. Currently, a total of **\$7,000** has been allocated for tuition reimbursement but if there is more demand for assistance than the allocation can support, career employee requests will be given priority over requests from part-time employees.
- E. Recipients must be an eligible employee at the time in which they apply for tuition reimbursement and remain with the organization through the completion of the course(s).
- F. The tuition reimbursement program will be administered by the Fire Chief with the assistance of the Administrative Assistant.

- G. Course(s) will be considered eligible when, in the opinion and sole discretion of the Fire Chief, the course(s) either improves the employee's ability to perform within his/her current position or if the course(s) help prepare the employee for future fire service career advancement opportunities.
- H. Each course must be curriculum based and delivered by a community college, technical school, four-year college or university that has been approved by the Fire Chief.
- I. Continuing education courses related to standard certifications (Firefighter, Driver Operator, etc.) are not eligible for tuition reimbursement.
- J. Distance education and correspondence courses related to a degree program may be considered eligible for tuition reimbursement.
- K. Career employees wishing to apply for tuition reimbursement must complete an application (Appendix A) for each course and forward the completed application to the Fire Chief for approval prior to registering and beginning the course.
- L. All receipts for approved tuition reimbursement, as well as documented proof of successful course completion from the institution, must be submitted to the Fire Chief within thirty (30) days of the course(s) end date.
- M. In order to receive tuition reimbursement, the employee must have passed the course(s) with a "C" or "2.0" grade or higher.
- N. Tuition reimbursement will not be issued for any portion of course(s) expense that are reimbursable to the employee from another source (i.e. military assistance, another employer, etc.) and employees found in violation of this condition will be subject to disciplinary actions.
- O. Only tuition for the course(s) and any associated book fees are eligible for tuition reimbursement.
- P. Annually at the February Board of Directors meeting, the corporate board will review the Tuition Reimbursement Program and by majority vote, may adjust the allocation for the program.

APPENDIX A

Northern Wake Fire Department Tuition Reimbursement Application

Name: _____ Date: _____

Complete Home Address: _____

Home Phone: _____ Mobile Phone: _____ Work Phone: _____

Supervisor Name: _____ Supervisor phone #: _____

I have read and understand SOP 200-34: Yes___ No___

Have you been a NWFD employee for at least one (1) year? Yes___ No___ Hire Date: _____

Other than the Northern Wake Fire Department, are you receiving reimbursement for any portion of this course from another source? Yes___ No___

If yes, please give details of source(s) and financial amount(s):

I am taking this course to: _____ Prepare for a new job or position within the department.
_____ Maintain or improve skills in present position
_____ Meet minimum requirements for present job
_____ Other: _____

School Name: _____ Program or Major Name: _____

School Address: _____

School Phone number(s): _____

Course Number and Title:	Credit / Semester Hours:	Tuition Cost:	Book Cost:
		\$	\$
		\$	\$
TOTALS:		\$	\$

Class Start Date: _____ Class End Date: _____

This course is a requirement for which degree? AAS___ BS/BA___ MA/MS___ PhD___ Other___

I hereby agree to submit proof of successful (Grade of C or higher) completion of the course(s) to the Fire Chief within thirty (30) days of the end date of the course. I also agree to repay the Northern Wake Fire Department, any tuition reimbursement funds that I receive if I was to leave the department's employment within ninety (90) days of the course completion.

Employee Signature: _____ Date: _____

Disposition: _____ Approved _____ Denied

Explanation: _____

Fire Chief Signature: _____ Date: _____