

## **DIVISION X EDUCATION AND TRAINING PROGRAMS**

### **Section 10.01 Programs**

When the Board, General Manager, Fire Chief or a Department Manager deems it appropriate, an employee may be sent to approved in-service training and education programs. The District shall pay the cost of the employee's tuition and books and other reasonably incurred expenses as set forth in Division XI.

Costs incurred for job-related training expenses resulting from extracurricular activities such as college tuition, home study courses, committee involvement in service-oriented organizations, etc., may be reimbursed at the General Manager's discretion.

Reimbursement for educational expenses shall be paid upon evidence of successful completion of the program for which prior approval has been received. The Manager, at his/her discretion, may allow an "advance allowance" to the employee.

The District will pay overtime for hours accrued in excess of normal work hours (8 hours per day for regular, non-exempt employees, and 24 hours for shift employees) to attend mandatory training. Mandatory training is training required by the Board, General Manager, Fire Chief or a Department Manager.

Out of town travel for mandatory training classes will be compensated, including time spent driving or as a passenger. Time spent taking a break from travel in order to eat a meal, sleep, or to engage in personal pursuits not connected with the traveling is not compensable. To avoid over-time, travel during normal work hours is encouraged.

The District will not pay overtime for hours outside of normal work hours for employee-elected training, even though the District may have paid for the class.

### **Section 10.02 Reimbursement for Required Certifications and Licenses**

The District will reimburse an employee for the cost to successfully renew a certification or license that the employee is required to maintain for their authorized position with the District.

### **Section 10.03 Educational Incentive Plan**

The following Educational Incentive Plan allows employees to increase their wages above their pay range step(s) by completing approved training and achieving certifications as shown.

1. A salary increase will be paid for certification and education for the classes and certifications shown on the four attached "Olympic Valley Public Service District Educational Incentive Programs." All certifications and education must be approved by the District, not duplicated unless approved by the District, and will carry a cumulative maximum of 10% in compensation. Training and incentives must be approved by the General Manager prior to starting education or incurring expenses.
2. Only those certificates or incentives earned while employed with the District shall be included in this program. Certifications must remain active to keep incentive credit.

3. New courses and incentives may be added at the discretion of the General Manager or Personnel Committee.
4. Classes, courses or examinations scheduled during regularly scheduled work hours will be compensated at the employee's regular rate of pay. Wages will not be compensated for classes, courses or examinations scheduled outside of regularly scheduled work hours.
5. Expenses incurred for attending classes, courses or examinations as a part of this incentive program shall be subject to provisions in this Division X "Education and Training Programs" as well as Division XI "Reimbursement of Incurred Expenses" of the Personnel Policies and Procedures Manual.
6. Organizations providing certification testing may impose requirements, which exceed the District requirements.
7. For promotions, incentives listed and earned for the lower position will not be carried to the higher position unless it is also identified as an incentive for the promotional position. The incentives earned in a lower position that are a requirement of the higher position to which the employee is being promoted will not be carried forward and the incentive will be eliminated. If an incentive is earned at a lower position and is listed as an available incentive for the promotional position as well, the incentive provided for the promotional position will be summed with all other incentives and applied to the Base Wage. If Training or Certification is required per job description, incentives will not be given.
8. Base Wages are those listed in the District's published Summary of Monthly Salary Schedules. There are typically five steps for each position. The wage for each step for each position are the Base Wages.
9. The standard operating procedure to compute salary increases are as follows:
  - A. When an employee receives Educational Incentive Plan salary increases, the percentages earned for the incentives are summed and then applied to the employee's current Base Wage.

Example: If an employee is making a Base Wage of \$1,000 per month and receives a 2.0% increase for becoming a Notary Public, the new salary will be \$1,020 per month. If this employee then earns a separate 3.0% increase for earning the Special Districts Administrator certificate, the new salary would be \$1,050 per month. The 2.0% and 3.0% are summed, and then applied to the Base Wage of \$1,000 per month.
  - B. If a new Salary Schedule is approved, for instance to incorporate a Cost of Living Adjustment, then Base Wages are adjusted only. The sum of each employee's incentives is then applied to the adjusted Base Wage to compute the employee's new wage.