



# Monroe Fire Department

## Standard Operating Guidelines Stipend Reimbursement Policy

**Purpose:** The department recognizes that some trainings and activities fall outside the area of responsibility for the city to provide. It further expects that the members participating in these trainings or activities bears some responsibility for attending these activities. Because of these expectations the department has adopted a stipend reimbursement policy related to certain trainings and activities.

**Level of Performance:** When trainings or other activities are going to be reimbursed under this stipend program the postings and announcements for the activities will clearly state that the activity will not be paid under normal payroll submittal. Members attending acknowledge that they will be reimbursed by stipend and will not receive normal payroll rates for these events.

The following trainings and activities will be paid under normal payroll policy at the rates set from time-to-time by common council resolution.

- Regular training
- Drivers training
- Firefighter 1 certification
- Firefighter 2 certification
- Emergency Medical Responder (EMR) certification
- Weekly clean-up and maintenance activities
- Buildings & grounds maintenance activities and details

All other trainings or department activities may be reimbursed under this stipend policy. This includes but is not limited to;

- Driver/Operator certification training
- Fire Officer certification training
- Fire Instructor certification training
- Fire Inspector certification training
- Some MERIT Center activities
- Monroe/SWNIFRA Fire School activities
- Outside trainings, trade shows or conferences

When announcements for activities are posted, the posting will state whether a stipend is approved for the activity. If a stipend is approved, the posting will include the amount of the stipend. The stipend may be expressed as a total stipend (*generally for a single day activity*) or as a per-day stipend. If a stipend is not approved attendance will be voluntary.

If the class is a certification level class, the participant must pass the written and/or practical test prior to the stipend being awarded. If a stipend is approved for a certification class the department will also pay any associated test fee for said certification.

The posting will also state whether department transportation or reimbursement for lodging and meals is approved.

If a stipend is approved, reimbursement requests should be submitted on a stipend reimbursement form along with a training attendance sheet available at each station or in electronic form.

*Note: Training attendance sheets should be filled out as before (daily if the activity is a multi-day) event. The stipend reimbursement form will be filed out after the conclusion of the event and completion of the certification testing if appropriate.*

**Implementation:** This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

**Effective Date:** December 2, 2014