

Guideline Name: Non-Mandated Travel Training Requests		Department: Orange County Emergency Services
Effective Date: August 1, 2016	Issued: August 15, 2016	Approval(s): Kim Woodward EMS Operations Manager 

PURPOSE

- To outline the process that must be followed when an employee wishes to attend a training session that is not department mandated.
- To encourage professional development.
- To enable employees to attend classes and trainings conducted by outside agencies and organizations.
- To ensure trainings are distributed fairly across the division.
- To provide for more advanced planning as far out as the next fiscal year.
- To better plan and control costs associated with training, including but not limited to over-time for backfilling shifts.

SCOPE

This guideline applies to all members of the Emergency Medical Services (EMS) Division.

DEFINITIONS

- **Training** - a class, seminar, or workshop that enhances knowledge, skills, or proficiencies related to an employee's position
- **Travel** -
 - as defined in the Orange County Travel Policy
 - <http://intranet.co.orange.nc.us/finance/documents/ORANGECOUNTYTRAVELPOLICYreviseddc10-30-2014a.pdf>
 - any training that requires the use of a County vehicle
 - any training that requires any level of approved reimbursement by the County
 - any training that requires authorization from the Chief of the division or Department.

PROCEDURE

- a. The employee must complete a *Training Request form*. This must be submitted to their immediate supervisor for review. Employees are encouraged to submit requests as early as possible, as much as a year in advance. Requests must be submitted a MINIMUM of eight (8) weeks prior to the training.
- b. The Training Request form will require signatures of both the Training Coordinator and the Deputy Operations Manager.
- c. Exception to the eight week notice will be reviewed on a case-by-case basis and will require the additional approval of the Operations Manager or their designee.

- d. Any request that creates overtime for any reason (including back-filling a position) will require the additional approval of the Operations Manager.
- e. Travel Requests shall be reviewed for the following before approval and booking:
 - i. Cost and budget availability/constraints
 - ii. Scheduling and continuity of operations
 - iii. Personnel history
 - iv. Training History
 - v. Relevance of the training to job duties
 - vi. Applicability of requested training to advancement of employee and goals and needs of OCES
 - vii. Limitations as noted below
- f. Limitations to requests:
 - i. EMS administrative staff will work on planning training a year in advance for anticipated travel needs. This planning will be limited by annual budget allowances and its overtime constraints.
 - ii. The County mandates that all Agency sponsored training (both mandated and non-mandated) must be paid-time. This imposes limitations based on the payroll and overtime budgets.
 - iii. These limitations will mean there will be a limited pool of non-mandated training opportunities available each year. It will be the responsibility of Administrative staff to balance requests against that year's pool of non-mandated training opportunities available.
- g. The participant must submit a summary of their training to the Training Coordinator upon their return. They must be prepared to present that summary to their peers. This is intended to facilitate the dissemination of knowledge throughout the system. Failure to meet this obligation may result in suspension of future travel training.
- h. If the training is approved, it is the responsibility of the supervisor to inform the EMS Scheduler. Shifts must be covered and approved prior to travel. Until the employee is removed from the schedule it is still the responsibility of the individual listed on the schedule to man that shift.
- i. If a request is denied at any point in the process, the person denying the request will document the reason on the form and return the request to the employee.
- j. The County does not pay for the time it takes to travel.
- k. Employee may only be reimbursed for actual time of training; no overtime will be generated during travel training.
- l. For procedure and policy concerning reimbursement after travel please refer to the Orange County Travel Policy.

CONDUCT

- a. During the course of travel and training, all staff members shall conduct themselves in a manner consistent with Orange County Emergency Medical Services SOGs and ETHOS.
- b. Failure to conduct oneself appropriately during travel and training is grounds for disciplinary action and may result in the declination of future travel training requests and disciplinary action.