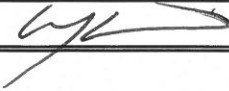


SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1127
	SECTION: 1100 PERSONNEL	
	SUBJECT: Education & Travel	
	DATE APPROVED: 03/23/2026	
APPROVED:		

Purpose:

The District recognizes that continued education, both internal and external, is vital to operational excellence, succession planning, and the professional development of all Fire District personnel. The purpose of this procedure is to establish guidelines for the use of the Districts Training funds, process to request funds, and how to be reimbursed after the training is completed. The intent is to ensure that training funds are utilized in a consistent, equitable, and fiscally responsible manner.

Scope:

All Fire District employees who request funding for training, education, or conference attendance.

Definitions:

Sponsorship Levels:

- **Fully- Sponsored:** The District agrees to pay for all associated expenditures. (e.g. tuition, lodging, shift coverage, etc.)
- **Partial Sponsorship:** The district agrees to pay a portion of the expenditures (e.g. coverage only, tuition without lodging, etc.)
- **Non-Sponsored:** The employee attends training at their own expense and may use accrued Educational Time Off (ETO) and/or Continuing Education Reimbursement as outlined in IAFF L3577 Memorandum of Understanding (MOU).

Training Groups:

- **Tier 1- Job Required Training:** Courses or training events that are job required by position, related to program management, or mandated by the District. *Examples include courses related to train-the-trainer, members of specialty cadre, etc.*
- **Tier 2- Personal Development:** Courses that support the employee's growth and effectiveness within the fire service but do not fall under the Career Development Guide (Policy 1505). Examples include:
 - Firefighting operations, safety, and survival courses (e.g., Fresno Training Symposium, Truck Academy, etc.)
 - Personal Development/leadership (e.g., Calm the Chaos, National Fire Academy, County Captain's Academy, etc.)

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- Fire service conferences (e.g. FDIC, FDAC, CCAI)
- Tier 3- Career Development: Courses that support succession planning and are required to obtain the next highest step and/or rank under Policy 1505 (Career Development Guide).

Procedure:

Request Submission

1. The employee will submit the completed Education and Travel Request Form to the direct supervisor.
2. Firefighters and Engineers will submit to Captains. Captains will submit to Battalion Chiefs. Battalion Chiefs will submit to the Fire Chief.
3. The employee will attach the class flyer.
4. Determine mode of transportation. To be approved by their supervisor.
5. Attach lodging costs and / or invoices, receipts, etc.
6. If ETO has been selected to cover expenses, the employee and their direct supervisor will confirm the employees ETO balances.
7. The supervisor will then submit the request form and all supporting documentation to their assigned Chief officer for final approval.

Review and Approval

Tier 1 and 2

- Submitted requests will be reviewed by the Executive Leadership Team (ELT) at the next ELT meeting.
- The ELT will evaluate:
 - Benefit to the District and employee
 - Cost and budget availability
 - Identify sponsorship level

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- The ELT may approve or deny, or lessen the sponsorship-level based on District need and available funds.
- The decision will be communicated in writing (email or physical) to the requesting employee within seven (7) days of the ELT meeting discussion.

Conditional Upgrade:

- Partial Sponsorship may be upgraded to Full Sponsorship if the requesting employee agrees to train on-duty personnel or provide a presentation following course completion.

Tier 3

- Tier 3 Requests may be approved by the employee's assigned shift Chief Officer.
- The shift Chief Officer shall notify the Chief Officer of Training immediately following approval.

Post-Training Accountability

- Employees who attend training that has not previously been vetted under full or partial district sponsorship will submit a brief summary of key takeaways or short presentation to share applicable lessons learned or whether the class is beneficial for future sponsorships.
- Personnel who attend approved training events are expected to share knowledge gained with peers or through in-service presentations to maximize the value of district-funded training.
- All course completion certificates, reimbursement requests, and related documentation, including entering it into Vector, must be completed and submitted to the District for recordkeeping.

Union Collaboration and Annual Planning:

During the annual budget development process, Local 3577 will confer with members and submit a collective training list of classes for the upcoming fiscal year. This collaboration will help the District better budget appropriately. The submitted proposal will be reviewed and final decision will be made by the District during budget review and approval.

Funding and Budget Control:

- The District retains the right to determine level of sponsorship based on budget constraints and operational needs.

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- Funding requests will be prioritized based on district needs, safety impact, and succession planning goals.

Travel Reimbursement:

- Submit Request for travel and expense reimbursement in accordance with Policy 1601 using the Internal Revenue Service guidelines for Per Diem Rates.
- Complete form 1207-01 Travel Expense Report (attached).
- All approved travel expenditures charged to a Cal Card do not require an additional form but must be in compliance with Per Diem Rates, and Policy 1601.
- For updated meal and lodging reimbursement information based on Fiscal Year and Location the below Per Diem Tool shall be utilized:
 - www.gsa.gov/travel/plan-book/per-diem-rates
- For updated Standard Mileage Rates, the IRS Mileage Rates shall be utilized:
 - www.irs.gov/tax-professionals/standard-mileage-rates

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SCOTTS VALLEY FIRE PROTECTION DISTRICT TRAVEL EXPENSE REPORT

(931) 438-0211 - 7 Erbe Lane, Scotts Valley CA 95066

PERSONNEL INFORMATION	PURPOSE
Name: _____	Conference/Training: _____
Employee ID: _____	Dates: _____
	Location: _____

ETO REQUESTED
 DISTRICT SPONSORED

Meal Reimbursement Request

	Per Diem Amount	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:
Breakfast	\$ 16.00						
Lunch	\$ 17.00						
Dinner	\$ 31.00						
Incidentals	\$ 5.00						
Totals:		0	0	0	0	0	0
		Total: 0					

Mileage Reimbursement

(Applicable to Non-District Vehicles)

Mileage Rate	\$ 0.670
Total Miles	
Reimbursement Total:	\$ -

Lodging Reimbursement

(Conference Lodging Pricing Acceptable)

Lodging Rate	
Number of Nights	
Reimbursement Total	\$ -

Flight Reimbursement

Airline: Southwest	Rate:
Airport Parking Reimbursement	
Airport Parking Amount (4 Days)	
Total Reimbursement Re \$ -	

Lodging Shared

List Names: _____

Comments: _____

I am requesting reimbursement based on the per diem rates listed above. I declare under penalty of perjury that this information is correct and in accordance with Scotts Valley FPD 1601: Travel Request and Reimbursement. This form must be returned within 30 days of travel.

Signature	Date
Chief Officer Approval	
Signature	Date

Form 1267-1: Travel Expense Report

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SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

EDUCATION AND TRAVEL REQUEST FORM

Employee Name: _____

Event Name: _____

Event Dates: _____

Event Location: _____

Event Cost: _____ ETO: Yes No

<u>Travel</u> ETO: <input type="checkbox"/> Yes <input type="checkbox"/> No Private Vehicle: <input type="checkbox"/> Yes <input type="checkbox"/> No SVFPD Vehicle: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____ Cost: _____	<u>Lodging</u> ETO: <input type="checkbox"/> Yes <input type="checkbox"/> No Lodging Name: _____ Cost: _____
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Notes:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Training Officer: _____ Date: _____