



HIGHLAND PARK FIRE DEPARTMENT  
 POLICY MANUAL  
 POLICY #30



FIRE OFFICER SCHOOL ATTENDANCE

EFFECTIVE

01/Sep/03

REVISED

15/Oct/2021

**1.0 Purpose**

- 1.1 The purpose of this policy is to document the conditions associated with attending fire officer classes.
- 1.2 This policy affects employees only in the following situations:
  - 1.2.1 Any shift employee attending Basic Fire Officer or classes referenced in section 10.5 of the current Collective Bargaining Agreement (CBA) between the City of Highland Park and the Highland Park Firefighters Assn., Local # 822 provided he or she is already a Certified Firefighter III or Advanced Technician Firefighter.
  - 1.2.2 Any lieutenant or battalion chief attending Advanced Fire Officer classes provided he or she is already a Certified Fire Officer I or Company Fire Officer.
  - 1.2.3 Any battalion chief attending Chief Fire Officer classes provided he or she is already a Certified Fire Officer II or Advanced Fire Officer.

**2.0 Responsibility**

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this policy.

**3.0 Policy**

- 3.1 Practices under this policy shall be in accordance with the City of Highland Park’s Tuition Reimbursement Program and with the then-current Collective Bargaining Agreement (CBA) between the City of Highland Park and the Highland Park Firefighters Assn., Local #822.
- 3.2 An employee desiring to attend a fire officer certification class as described above shall submit a City Tuition Reimbursement form prior to the class. Reimbursement from the city after class completion is contingent on receiving prior approval for such reimbursement.
- 3.3 The employee pays the tuition and fees, and purchases any required books.
- 3.4 Class attendance during off-duty hours or during an employee’s leave is not compensated.
- 3.5 For class attendance during an employee’s regular duty shift, the employee does not need to find a replacement unless the expected absence exceeds twelve (12) hours—the City will “cover” the employee’s position during the class to a maximum of twelve (12) hours per duty day. The employee is to return to duty immediately after the class. The employee is not counted as being on leave, thus a “4<sup>th</sup> employee” is still allowed to take leave pursuant to CBA Section 15.7 (b).
- 3.6 An employee shall not schedule to work a trade during a period of time when he or she is scheduled to attend a class under this policy. If such a trade was already scheduled prior to class registration, then the employee is responsible to cancel the trade or find another employee to replace him or her—the City will NOT “cover” the employee’s position in this circumstance.
- 3.7 Upon class completion, the employee shall submit proper documentation for city reimbursement pursuant to City Policy and CBA Section 18.5 (e).



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**4.0 Reference**

- 4.1 Highland Park Fire Department
- 4.2 Collective Bargaining Agreement between the City of Highland Park and Highland Park Firefighters Association, IAFF Local 822

Approved:  Fire Chief