

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: T- 4
Effective: 02/28/2023
Revised: 02/28/2023
Reviewed: 02/28/2023

Fire Chief Signature

DATE

Policy: Compensable Hours (Training)

Scope: All personnel

Definition:

Compensable Training Hours: Any activity that meets any one of the following four criteria:

- Is outside normal hours
- Is not voluntary
- Is job related
- Other job-related work is concurrently performed

Reference: Department of Labor: Wage and Hour Division

PROCEDURE:

In order to ensure complete compliance with all rules and laws involving work related activities, all activities will be measured according to the rules of compensable hours. Any activity meeting any of the established criteria for compensable hours, outside normal work schedule, is required to be approved by the Fire Chief or their designee.

Classes/Training attended at Georgia Public Safety Training Center or National Fire Academy:

- Class request for Georgia Public Safety Training Center (GPSTC) requires approval to go through chain of command beginning with the following approvals according to the chain of command; Company Officer, Battalion Chief, Chief of Training.
 - Classes should be according to current position and immediate career progression
 - For support divisions approval of Division Chief required
- Class request for National Fire Academy requires the same approval process as GPSTC including Fire Chief approval.

Conferences/Meetings:

- All conference attendance shall be a planned event according to the budget and budget preparation process.
- Any meeting attendance outside of normal work hours requiring compensation is required to have approval from the Fire Chief or their designee.

Training Events (other):

- All training events that are not associated with GPSTC or National Fire Academy will require endorsement from Dalton Fire Department by completing a Training Class Endorsement Request in its entirety. (*Appendix A*)
 - The request has to be completed at minimum 45 days prior to start date of the training event.
- No compensation will be received by Dalton Fire Department personnel who attend training events not receiving an approved endorsement by Dalton Fire Department.
- No training hours will be recorded on behalf of personnel attending any training event not receiving an approved endorsement by Dalton Fire Department.
- No Dalton Fire Department issued equipment may be used for training events not receiving an approved endorsement by Dalton Fire Department
- No transportation will be provided by Dalton Fire Department for training events not receiving an approved endorsement by Dalton Fire Department.
- Any training event receiving Dalton Fire Department endorsement will be required to be open to all personnel to which the training is applicable. Battalion Chief's will decide the appropriate attendees for these endorsed training activities based on class material and appropriate skill level.
- Training events receiving Dalton Fire Department endorsement will be require compensation paid to attendees in accordance with the Fair Labor Standards Act (FLSA).
- Endorsement of training event does not guarantee meal reimbursements or transportation being provided. This will be determined on a case by case basis according to budgetary constraints, planning and training event.



Dalton Fire Department

Training Class Endorsement Request

Request Date	
Requested By	
Class Date	
Class Location	
Class Cost	
Organization/Presenter	
Organization/Presenter Background	
Training Topic	
Training Level (circle one)	Firefighter/Firefighter Advanced/Officer
Class Summary	

- All classes not associated with GPSTC or NFA require departmental approval
- No classes without departmental approval will be supported with pay, training hours, transportation or equipment
- Minimum time of notice for consideration is 45 days
- Additional information can be attached and included with request or additional page for summary

APPROVALS/DENIALS

Training Chief	Approval/Denial	Signature _____
Deputy Chief	Approval/Denial	Signature _____
Fire Chief	Approval/Denial	Signature _____