**DEL PUERTO HEALTH CARE DISTRICT**

**POLICY MANUAL**

**SECTION: ADMINISTRATIVE**

**TITLE: Continuing Education and Reimbursement**

**POLICY:**

All eligible Regular Full-Time employees will be compensated a designated number of hours per year

for Continuing Education (CE), according to classification and work schedules. For the purpose of defining eligibility, an employee must successfully complete the 90 day probationary period and work the required departmental full time hours. All requests for continuing education must be preapproved by the Administrative Director or their designee. All payment for continuing education hours will be paid at the employee’s regular rate of pay. Payment for CE hours shall be made only for hours actually spent in a classroom (or the equivalent). The District reserves the right to reject requests for continuing education that are not within the employee’s scope of employment. Requests for payment of CE hours must be submitted within 60 days of course completion and be submitted with a copy of the valid continuing education certificate with the employees’ time sheet. Request for CE reimbursement, must be submitted on a check requisition request form, with the appropriate records attached, within 60 days of completion.

**CE by Position/Class:**

**Class 01 PDA**

FT Paramedic 24 hrs. Annually

PT Paramedic CE’s are not allotted

FT EMT 12 hrs. Annually

PT EMT CE’s are not allotted

CE hours must be used on an annual basis and may not be carried over.

CE hours may not be applied toward the cost of licensing fees.

**Class 02 DPCHD**

Administration CE’s are not allotted.

**Class 03 DPHC**

Nurse Practitioner 1wk. (Equivalent hrs. worked) CE paid time off annually.

$2,500 CE reimbursement annually.

Physician Assistant 1wk. (Equivalent hrs. worked) CE paid time off annually.

$2,500 CE reimbursement annually.

Medical Assistant CE’s are not allotted.

CE paid time off and CE reimbursement must be used on annual basis and may not be carried over.

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| Written | Rev. # | Date | Revision Purpose | Approver |
| 8/12/16 |  |  |  |  |