



EXETER DISTRICT AMBULANCE

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TRAINING PLAN, AMBULANCE STAFF

A: REQUIRED CERTIFICATIONS

Policy: Under specific circumstances, Exeter District Ambulance will cover the cost of certain renewals of certifications that are specifically required for job performance. A list of these certifications is given below. The employee must be a current, active, Full Time employee of Exeter District Ambulance for at least 6 continuous calendar months to qualify for this benefit. Exceptions may be made in exceptional circumstances but must be done so in writing and with approval of the Board of Directors.

Procedure: Exeter District Ambulance will review certification expiration dates with staff at least once a month at the All Hands Meeting. The preference is to arrange for group classes for those who are within 90 days of their recertification date. Exeter District Ambulance will make reasonable accommodations to the employee schedule in order to group staff as necessary for the class(es). Employees will be paid a minimum of two hours for attending a training session or up to the full duration of the class, whichever is longer.

Certifications Covered:

Paramedic	Emergency Medical Technician
Paramedic	EMT B
CPR	CPR
ACLS	BLS
Ambulance Driver's License	Ambulance Driver's License

B: NON-MANDATED CERTIFICATIONS

Policy: Exeter District Ambulance will not reimburse any part of the cost of obtaining or renewing any certifications not on the approved list (above) or of certifications not essential to job performance. However, Exeter District Ambulance will make reasonable scheduling accommodations for any employee wishing to attend such training/certification programs on their own time.

C: INTERNAL NON-CERTIFICATION JOB-RELATED TRAINING

Policy: Exeter District Ambulance will, from time to time, arrange for "Professional Development" training of staff that it considers necessary but which will not lead to job-related certification. This may include specific training in EDA procedures, use of electronic equipment, customer/public relations, and others. Such internal training will be held as a group and should never exceed 2 hours. Employees attending will be paid a minimum of 2 hours or the full duration of attendance, whichever is longer.