



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 12/3/2024 Meeting Date: 12/12/2024

Department: Human Resources

1. Nature and purpose of agenda item:

In an effort to begin participating in a "grow your own" program, the County would start onboarding new firefighters/EMT's at the Columbia County Fire Department through this training/tuition agreement. Funding would come from existing Fire and Rescue training budget. Both Suwannee and Alachua County have similar programs

2. Recommended Motion/Action:

Approve Employee Training/Tuition Agreement

3. Fiscal impact on current budget.

This item is currently budgeted. The account number to be charged is 102-2200-522.30-55

**COLUMBIA COUNTY
EMPLOYEE TRAINING/TUITION AGREEMENT**



This Training/Tuition Agreement (the "Agreement") is voluntarily entered into between [PRINT or TYPE FULL NAME]

_____, an employee of Columbia County (from now on referred to as the "Employee") and Columbia County (from now on referred to as the "County") for the purpose of attending the certification program(s) specified and entitled as follows:

To meet the minimum qualifications for the position of _____.

The certification program(s) specified above is deemed desirable by both the Employee and the County. This Agreement shall set forth the mutually agreed-to contract terms and conditions as follows:

- The County will pay the tuition, required textbooks, applicable supplies, lab fees for the program(s), and any necessary physical examinations. The Employee shall be financially responsible for paying certification and licensing fees (if any). Payment(s) will be made directly to the institution providing the program(s). Should any additional terms and conditions set forth below not be met by the Employee, it shall constitute a breach of contract, and the Employee may be required to reimburse the County as determined by the County.

For the position of Firefighter, all newly hired employees are required to obtain State of Florida Emergency Medical Technician (EMT) certification and State of Florida Certificate of Compliance as a Firefighter 2 within one (1) year of their original hire date as a full-time employee with the County. For the position of Rescue Lieutenant, all newly hired employees are required to obtain their State of Florida Certificate of Compliance as a Firefighter 2 within one (1) year of their original hire date.

The employee must begin the requirement certification program(s) within one (1) year of their original hire date, and if the program(s) completion date is after one (1) year from the original hire date, the Employee may be given an additional three (3) months to pass the certification State/National exam(s) at the discretion of the County. If the certification program(s) completion date is within one (1) month of the Employee's one (1) year from the original hire date, the Employee may be given an additional three (3) months to pass the State/National exam(s) at the discretion of the County.

The Employee must successfully pass the specified course(s) and (if applicable) any Florida and National certification examination or processes following the completion of the program(s). If the Employee fails on the first attempt at certification, the Employee may attempt additional certification attempts at the Employee's own expense within the timeframe discussed above.

- The Employee entirely agrees to remain an active employee of the Columbia County Fire Rescue Department for not less than three [3] years from the State certification date. Active employees shall be defined as full-time employees engaged with the Columbia County Fire Rescue Department in their applicable job classification.
- If employment is separated within the two-year agreement, the Employee may be financially

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responsible for repayment of costs of attending the Emergency Medical Technician and Firefighter I/Firefighter II minimum standards courses to the County.

- The financial obligation is directly tied to the cost of the course. For instance, attending the Firefighter minimum standards course can cost approximately \$2400-\$3120 in the current market, while the Emergency Medical Technician certification course costs approximately \$2400. The reimbursement schedule is pro-rated for every month the Employee leaves before completing their two-year commitment. For the Firefighter minimum standards course, if an Employee leaves before their two-year commitment, their reimbursement costs will be calculated by dividing the total cost by the 24-month commitment.

(Example \$2400-\$3120) / 24 months = \$100/\$130 per month of incomplete time with the department.

Emergency Medical Technician \$2400 / 24 months = \$100 per month.

The Employee understands and agrees that the repayment of costs can be made voluntarily, through recoupment by the County from the Employee, Employee's wages, or leave accrual by law, or by collection action by the County or a collection agency hired by the County.

Furthermore, if the Employee fails to complete the required certifications program(s) within the specified timeframes, the Employee may be subject to termination for failing to meet the job classification's minimum requirements.

Employee Signature [Undersigned]

Date

The preceding instrument was acknowledged before me this _____ day of _____, 20____,

by _____ who has produced _____ as

identification OR _____ Personally known.

Notary Public

NOTARY STAMP HERE

FOR THE DEPARTMENT AND THE COUNTY:

Director of Fire Rescue/Fire Chief

Date

Director of Human Resources

Date