



# Delaware County Regional Sewer District Standard Operating Procedure

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Employee Education	May 29 <sup>th</sup> 2014	New	1	3

## 1.0 Purpose

- 1.1 This procedure is provided to assist employees in their effort to increase their knowledge and skill level as it applies to their current job description and certifications.
- 1.2 This procedure will be used to define the procedure for payment by the Delaware County Regional Sewer District (DCRSD) for enrollment of DCRSD personnel into training courses and seminars which are required for OEPA certification or for courses that the employee requests to increase their knowledge and skill level.

## 2.0 Types of Courses

- 2.1 *Short duration courses* are courses or seminars that are a partial day to several days, typically consecutive days in duration. The annual one or two day OTCO Wastewater Workshop is an example.
- 2.2 *Long duration courses* are courses that are greater than two to three days in duration. The OTCO classroom Basic, Intermediate and Advanced Wastewater Operator courses which are twelve to sixteen weeks in duration are examples.
- 2.3 *Correspondence courses* are courses that offer a curriculum which provides the course materials to the participant via mail or internet and the participant interacts with the course director via the same medium. These types of courses usually offer a flexible schedule and may last for weeks or months.

## 3.0 Approval

- 3.1 All courses require the pre-approval of the *Director or his/her designee* and in some cases the *Delaware County Board of Commissioners*, if travel is requested.

## 4.0 Procedure

- 4.1 The applicant shall request the approval of his *Manager* for his attendance/participation in the course of interest. A course summary, outline, or prospectus along with a travel request form, reimbursement agreement, cost of the course, travel and meals shall be submitted.
- 4.2 The applicant must provide this information to his *Manager* in a timely manner in advance of the course start date.
- 4.3 The *Manager* shall complete a course/travel request, course justification, and insure that there is a budgeted amount for the cost of the course. This information shall be provided to the *Operations Superintendent* within three (3) days of the applicant's request. This information shall be forwarded to the *Director* by the *Operations Superintendent* within two (2) days of receipt.

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- 4.4 The *Director* shall provide the necessary documentation to the *Delaware County Commissioners* in order that their approval or denial of the request is at least seven (7) working days prior to the scheduled course start date. This date could change if “early entry” discounts apply.
- 4.5 The *Manager* shall notify the applicant immediately upon notification from the *Director* of the course approval/denial.

## 5.0 Payment for Training Courses

- 5.1 The *Director* shall consider all reimbursement situations including, but not limited to and not setting precedent with, the following on a case-by-case basis when considering reimbursement by the employee: attendance, effort, unsuccessful completion, medical issues, personal or family issues, or any other unforeseen circumstances.
- 5.2 Any exceptions to this Standard Operating Procedure must be approved by the *Director*.
- 5.3 The County will pay 100% of the cost of a *short duration course (a partial day up to several days in duration)*.
- 5.4 The County will pay 100% of the cost of a *long duration course (three days or longer in duration)* and the applicant will be required to sign a reimbursement agreement for repayment of the fees if the applicant does not successfully complete the course. Reimbursement by the applicant shall be at the discretion of the *Director*.
- 5.5 If the course is a *correspondence course*, the applicant shall pay 100% of the cost of the course, initially. Upon acceptable documentation of enrollment, the County shall reimburse the applicant 50% of the course fee, upon acceptable documentation of successful completion of the *correspondence course*, the County shall reimburse the applicant the remaining 50% of the course fee. The applicant will be required to sign a reimbursement agreement for repayment of the fees if the applicant does not successfully complete the course. Reimbursement by the applicant shall be at the discretion of the *Director*.
- 5.6 If travel to and from the training course is required, travel time will count as “hours-worked” if the employee is authorized to use a County vehicle.
- 5.7 If the training course is scheduled during the employee’s normal work shift, the time will count as “hours-worked”.
- 5.8 If the training course is by definition 2.1 a *short duration course* and is scheduled when the employee is not scheduled to work (off-shift), the time will count as “hours-worked”.
- 5.9 If the training course is by definition 2.2 a *long duration course* and is scheduled when the employee is not scheduled to work (off-shift), the time will not count as “hours-worked” for the time the employee is in attendance at the training course, unless approved by the *Director*.

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**6.0 Mandatory Requirement for Taking a Training Course**

- 6.1 If the primary intent and purpose of an employee is to take an operator or collections system *long duration course* in preparation for taking an Ohio EPA exam for the Wastewater Operator 1, 2, or 3 certification or the Collection System Operator 1, or 2 certification, then the employee shall take the respective exam within one (1) year of their successful completion of the training course. The DCRSD shall be reimbursed the full cost of the training course if the employee does not take the exam. This reimbursement shall be at the discretion of the *Director* as listed in section 5.1 of this SOP.



# Delaware County Regional Sewer District Training Course Reimbursement Agreement

I, \_\_\_\_\_, acknowledge that I am requesting to be enrolled in the following training course.

Name of Course \_\_\_\_\_ Dates \_\_\_\_\_

I agree to reimburse the Delaware County Regional Sewer District 100% of this training course cost if I do not successfully complete the training course. Successful completion of the training course shall be determined by the Director pursuant to section 5.1 of the Employee Training Course Standard Operating Procedure.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_