

VILLAGE OF BRADLEY

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RESOLUTION NO. R-09-22-02

A RESOLUTION AUTHORIZING AND APPROVING A TUITION REIMBURSEMENT  
POLICY FOR THE VILLAGE OF BRADLEY FIRE DEPARTMENT

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ADOPTED BY THE  
BOARD OF TRUSTEES OF THE  
VILLAGE OF Bradley

THIS 12<sup>th</sup> DAY OF September, 2022

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Published in pamphlet form by the authority of the Board of Trustees of the Village of Bradley,  
Kankakee County, Illinois this 12 day of Sept, 2022

RESOLUTION NO. B-09-2202

**A RESOLUTION AUTHORIZING AND APPROVING A TUITION REIMBURSEMENT  
POLICY FOR THE VILLAGE OF BRADLEY FIRE DEPARTMENT**

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**WHEREAS**, the Corporate Authorities of the Village of Bradley, Kankakee County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, pursuant to 65 ILCS 5/11-6-1, *et seq.*, the Village of Bradley is authorized to provide fire protection services to its residents; and

**WHEREAS**, the Corporate Authorities of the Village previously exercised the authority set forth above by establishing the Village of Bradley Fire Department (the "Department"); and

**WHEREAS**, in connection with the operation of the Department, the Village has hired and presently employs both full-time and part-time firefighters, paramedics, and EMTs; and

**WHEREAS**, the Corporate Authorities of the Village wish to encourage and assist all full-time and part-time firefighters and/or EMTs of the Village to undertake any and all classroom instruction and other actions necessary to secure and maintain their paramedics license; and

**WHEREAS**, in order to accomplish the foregoing objective, the Corporate Authorities of the Village have determined that it is necessary, expedient, and in the best interests of the Village and its citizens to establish a policy for the reimbursement of tuition costs incurred by eligible full-time and part-time firefighters and/or EMTs employed by the Village in connection with a course(s) of study necessary to secure such employee's paramedic license; and

**WHEREAS**, the Corporate Authorities of the Village do hereby authorize and approve the tuition reimbursement policy as set forth herein.

**NOW THEREFORE, BE IT RESOLVED BY THE CORPORATE AUTHORITIES OF THE VILLAGE OF BRADLEY, KANKAKEE COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:**

**SECTION 1.** The Corporate Authorities hereby find that all of the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

**SECTION 2.** The Corporate Authorities of the Village hereby authorize, approve, and promulgate a tuition reimbursement policy for eligible full-time and part-time firefighters and/or EMTs of the Village of Bradley, as follows:

1. **DEFINITIONS:** For the purposes of this policy, the following terms shall have the meanings given:

- a. Department: the Village of Bradley Fire Department.
  - b. Eligible Employee: any full-time or part-time firefighter and/or EMT that has been employed by the Village in the Department for a period of not less than six (6) months.
  - c. Fire Chief: the Fire Chief for the Village of Bradley Fire Department.
  - d. Paramedic Class: any course of classroom or practical instruction that is accredited by and registered with a Licensing Authority and necessary to allow the Eligible Employee to secure or renew their paramedic license.
  - e. Tuition: the aggregate total cost of (i) enrollment in and (ii) any additional costs associated with purchasing books or other course materials for a Paramedic Class.
  - f. Licensing Authority: the National Registry of Emergency Medical Technicians and/or the Illinois Department of Public Health.
2. PURPOSE: It is the policy of the Village of Bradley to assist and encourage its Eligible Employees to secure, maintain, and renew their paramedic licenses. Therefore, it is the intent of this policy to provide for the reimbursement of Tuition associated with Paramedic Classes to Eligible Employees, as set forth herein.
3. PROCEDURE:
- a. Prior to enrolling in any Paramedic Class, the Eligible Employee shall fill out a Request for Approval of Education Coursework/Training (attached to the Village of Bradley Personnel Policy Handbook) for such class and submit it to the Fire Chief along with:
    - i. Documents showing that the Paramedic Class in question is (1) appropriately accredited by and registered with a Licensing Authority and (2) necessary for the Eligible Employee to secure, maintain, or renew their paramedic license; and
    - ii. Documents showing the estimated cost of Tuition associated with the Paramedic Class in question.
  - b. Upon receipt of the Request for Approval of Education Coursework/Training, the Fire Chief shall determine whether the Paramedic Class in question complies with this policy.
  - c. In the event that the Fire Chief determines (i) that the Paramedic Class in question complies with this policy and (ii) that the Department has sufficient funds budgeted to reimburse the Eligible Employee for the Tuition associated with such Paramedic Class, the Fire Chief shall approve the Request for Approval of Education Coursework/Training, place the original form in the Eligible Employee's personnel file and provide a copy thereof to the Eligible Employee.
  - d. In the event that the Fire Chief determines either (i) that the Paramedic Class in question does not comply with this policy or (ii) that the Department does not have sufficient funds budgeted to reimburse the Eligible Employee for the Tuition associated with such Paramedic Class, the Fire Chief shall deny the request, place

the original form in the Eligible Employee's personnel file, and provide a copy thereof to the Eligible Employee.

- e. If and when the Fire Chief approves a Request for Approval of Education Coursework/Training, the Eligible Employee may proceed to enroll in and complete the approved Paramedic Class.
- f. Upon completion of the Paramedic Class and issuance or renewal of the Eligible Employee's paramedic license, the Eligible Employee shall complete a Request for Tuition Reimbursement (attached to the Village of Bradley Personnel Policy Handbook) for such class and submit it to the Fire Chief, along with:
  - i. Proof of enrollment in the Paramedic Class; and
  - ii. Proof of completion of the Paramedic Class; and
  - iii. A copy of the Eligible Employee's final grade or certification, received in connection with the Paramedic Class; and
  - iv. Copies of written receipts for all Tuition paid in connection with the Paramedic Class (Note: under no circumstances will the Village reimburse any Tuition, or part thereof, for which there is not a sufficiently detailed written receipt); and
  - v. Proof that the Eligible Employee has been duly certified and licensed as a paramedic by a Licensing Agency.
- g. In the event that the Fire Chief determines that the Request for Tuition Reimbursement is complete and complies with this policy, he shall approve the request, place the original form in the Eligible Employee's personnel file, and provide a copy thereof to the Eligible Employee.
- h. In the event that the Fire Chief determines that the Request for Tuition Reimbursement is incomplete or does not comply with this policy, he shall deny the request, place the original form in the Eligible Employee's personnel file, and provide a copy thereof to the Eligible Employee.

#### 4. REIMBURSEMENT/CONDITIONS:

- a. If and when the Fire Chief approves any Request for Tuition Reimbursement pursuant to this Policy, the Department shall coordinate with the Village's finance department to reimburse the Eligible Employee as set forth herein.
  - b. Tuition reimbursement shall be paid over the course of one (1) year following approval of the Request for Tuition Reimbursement. Payments shall be made in four (4) equal lump sum payments once every three months after such approval.
  - c. In the event that any Eligible Employee separates from employment with the Village in the Department, whether voluntarily or involuntarily, such Eligible Employee waives and forfeits his or her right to any outstanding reimbursement payments.
5. EXPIRATION: This policy shall automatically expire on April 30, 2023, unless renewed or extended by ordinance or resolution of the Corporate Authorities of the Village. Upon expiration, no further requests for tuition reimbursement may be approved, but the Village

shall continue to pay tuition reimbursements that were approved prior to such expiration date.

**SECTION 3.** Nothing in this Resolution is intended or shall be deemed to create a contract between the Village of Bradley and any other party. Furthermore, nothing in this Resolution is intended or shall be deemed to alter, modify, or change any term, provision, or condition of any of the Village's present or future collective bargaining agreements. In the event of any conflict between the terms, conditions, and provisions of the policy promulgated by this Resolution and the terms, conditions, and provisions of any of the Village's present or future collective bargaining agreements, the terms, conditions, and provisions of such collective bargaining agreement shall control, but only to the extent necessary to avoid the conflict.

**SECTION 4.** In the event that any provision or provisions, portion or portions, or clause or clauses of this Resolution shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Resolution that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

**SECTION 5.** All ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Resolution, are hereby repealed to the extent of the conflict.

**SECTION 6.** The Village Clerk is hereby directed to publish this Resolution in pamphlet form.

**SECTION 7.** This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

*[Intentionally Blank]*

**PASSED** by the Board of Trustees on a roll call vote on the 12 day of Sept, 2022.

**TRUSTEES:**

RYAN LEBRAN	Aye - <u>X</u>	Nay - <u>    </u>	Absent - <u>    </u>
BRIAN BILLINGSLEY	Aye - <u>X</u>	Nay - <u>    </u>	Absent - <u>    </u>
DARREN WESTPHAL	Aye - <u>X</u>	Nay - <u>    </u>	Absent - <u>    </u>
BRIAN TIERI	Aye - <u>X</u>	Nay - <u>    </u>	Absent - <u>    </u>
GRANT D. VANDENHOUT	Aye - <u>X</u>	Nay - <u>    </u>	Absent - <u>    </u>
GENE JORDAN	Aye - <u>X</u>	Nay - <u>    </u>	Absent - <u>    </u>

**VILLAGE PRESIDENT:**

MICHAEL WATSON      Aye - X      Nay -           Absent -     

**TOTALS:**                      Aye - 7      Nay - Ø      Absent - Ø

**ATTEST:**

Julie Tambling  
JULIE TAMBLING, VILLAGE CLERK

**APPROVED** this 12 day of September, 2022.

Michael Watson  
MICHAEL WATSON, VILLAGE PRESIDENT

**ATTEST:**

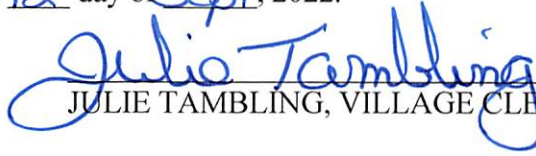
Julie Tambling  
JULIE TAMBLING, VILLAGE CLERK



STATE OF ILLINOIS        )  
                                  )  
COUNTY OF KANKAKEE    )        §§

I, Julie Tambling, Village Clerk of the Village of Bradley, County of Kankakee and State of Illinois, DO HEREBY CERTIFY that the attached is a true, perfect, and complete copy of Resolution number B-092202 "A RESOLUTION AUTHORIZING AND APPROVING A TUITION REIMBURSEMENT POLICY FOR THE VILLAGE OF BRADLEY FIRE DEPARTMENT," which was adopted by the Village Corporate Authorities at a meeting held on the 12 day of Sept, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand in the Village of Bradley, County of Kankakee and State of Illinois, on this 12 day of Sept, 2022.

  
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JULIE TAMBLING, VILLAGE CLERK



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*Handwritten signature or name*

