

**TEST FEE REIMBURSEMENT POLICY**

**POLICY FOR PAYMENT OR REIMBURSEMENT OF REQUIRED  
TEST OR EXAMINATION FEES OR EXPENSES**

The Western Reserve Joint Fire District will pay for, or will reimburse an employee, the cost of the initial fee for any test or examination mandated as part of his or her District training. In the event the employee does not receive a passing grade on the examination, the District will pay the fee or expense of a second examination. In the event an employee does not successfully pass the second examination, all subsequent test fees or expenses shall be borne by the employee.

The District prefers that all bills be sent directly by the teaching institution to the District's Clerk for payment. In all cases, the District's Purchase Order Policy must be followed, which requires that approval and a purchase order for expenses/fees be obtained in advance from the Board and/or Clerk. (See District's Purchase Order Policy for more details.)

Adopted: 04/12/2000