

**RESOLUTION NO. 2025-053
VILLAGE OF CALEDONIA**

**A RESOLUTION AUTHORIZING
THE PARAMEDIC TUITION REIMBURSEMENT POLICY**

The Village Board for the Village of Caledonia, Racine County, WI do resolve as follows:

WHEREAS, the Village of Caledonia is looking to further the professionalism and education of our Fire Department employees and be more competitive in the marketplace; and

WHEREAS, the Village has drafted a Paramedic Tuition Reimbursement Policy, and is attached hereto as **Exhibit A**; and

WHEREAS, as part of the Paramedic Tuition Reimbursement Policy the employee would have to: be a full-time employee, enrolled in a Paramedic Certification Program at a state or federally-accredited educational institution, have active status on payroll when the course is completed, have an executed Tuition Reimbursement Repayment Agreement, and receive licensure as a State of Wisconsin or Nationally Registered EMT- Paramedic; and

WHEREAS, for 2025, the Village of Caledonia will reimburse up to \$7,500 total for tuition reimbursement Fire Department wide annually; and

WHEREAS, upon course completion, the employee must submit an official transcript of grades and proof of payment and be forwarded to and will be maintained by the Human Resources Department and the Fire Department.; and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Caledonia that the Paramedic Tuition Reimbursement Policy is effective as of January 1, 2025.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 24 day of June, 2025.

VILLAGE OF CALEDONIA

By: Thomas Weatherston
Thomas Weatherston
Village President

Attest: Jennifer Bass
Jennifer Bass
Village Clerk

Budgetary Impact Statement: Paramedic Tuition Reimbursement Program

Overview:

The Paramedic Tuition Reimbursement Program is designed to support employees who pursue paramedic training by reimbursing them for eligible tuition expenses. This initiative aims to enhance recruitment, improve the quality of emergency medical services, and increase employee retention by a demonstrated investment in their professional development.

Financial Impact:

1. Program Cost:

- **2024:** The program is expected to reimburse up to six employees, with an estimated tuition cost per employee of \$2,500. The total estimated expenditure is \$15,000.
- **2025 and Subsequent Years:** We anticipate decreased participation at full staffing. Vacancies will dictate usage due to retirement or other separation causes. In these years, the program is expected to reimburse up to three employees annually, with an estimated expenditure of \$7,500.

2. Potential Offsets:

- **Budget Neutral:** The salary budget is primarily allocated for firefighter/paramedics. Since firefighter/ EMTs are paid significantly lower wages, the cost savings could be used to fund the program. Additionally, vacancies within the department would result in unspent wages, which could also contribute to the program's funding.
- **Reduction in Recruitment Costs:** By investing in current employees, the program could reduce the need for external hiring, lowering recruitment and onboarding expenses.
- **Enhanced Service Delivery:** Improved employee skill levels could lead to better patient outcomes and operational efficiencies, potentially resulting in cost savings in other areas.

3. Long-Term Financial Considerations:

- **Retention and Employee Satisfaction:** The program will likely increase employee retention, reducing turnover-related costs such as hiring and training new staff. Over time, the long-term financial benefits of a more skilled and stable workforce may outweigh the initial investment.
- **Budget Adjustments:** Future budget allocations should account for potential increases in tuition costs.

PARAMEDIC TUITION REIMBURSEMENT POLICY

Paramedic Tuition Reimbursement

The Village of Caledonia provides tuition reimbursement for approved educational activities. The purpose of the Paramedic Tuition Reimbursement Policy is to provide financial assistance for newly hired Village of Caledonia employees currently enrolled in a paramedic certification program at a state or federally-accredited educational institution. It is at the Village's sole discretion to approve employees for participation in the program, and each employee's approved expenses may vary based on individual circumstances.

Maximum Reimbursement

The Village of Caledonia may offer a one-time tuition reimbursement of up to \$2,500 upon completing a paramedic certification program at a state or federally-accredited educational institution and receiving licensure as a State of Wisconsin or Nationally Registered EMT- Paramedic.

An employee is eligible for either Paramedic Tuition Reimbursement or Tuition Reimbursement in any given calendar year, but not both.

Eligibility

To be eligible for tuition reimbursement under this policy, an employee must:

- Be a full-time employee.
- Be enrolled in a Paramedic certification program at a state or federally-accredited educational institution.
- Have active status on payroll when the course is completed.
- The employee and Village must execute a Tuition Reimbursement Repayment Agreement.
- Receive licensure as a State of Wisconsin or Nationally Registered EMT- Paramedic

Repayment Schedule

If an employee leaves employment for any reason within two (2) years of the issuance of reimbursement payment by the Village for the qualified participation in the paramedic certification program, repayment of the tuition reimbursement shall be required to the Village according to the following schedule:

- Within one (1) year after receiving the reimbursement, the employee will reimburse the Village 100% of the tuition reimbursement.
- Within two (2) years after receiving the reimbursement, the employee will reimburse the Village 50% of the tuition reimbursement.
- After two (2) years following the reimbursement, the employee will not be required to reimburse the Village.

The employee will authorize the repayment of these amounts through a repayment agreement, which will include permitting the deduction of such amounts from the employee's final paychecks and any amounts owed to the employee to the extent permitted by law.

Courses and Programs Eligible for Reimbursement

To be considered for reimbursement, the employee must be currently enrolled in an Emergency Medical Technician - Paramedic certification program at a state - or federally accredited educational institution.

Tuition Reimbursement upon Completion of Course

Upon course completion, the employee must submit an official transcript of grades and proof of payment. Proof of payment can be established by either a bursar's receipt or a copy of the canceled check (front and back). Records of all education and training programs completed by each employee must be forwarded to and will be maintained by the Human Resources Department and the Fire Department.

If the employee receives a scholarship, grant, or other outside tuition assistance (e.g., G.I. Bill or veteran's assistance), it may reduce the tuition reimbursement available to the employee from the Village. In no instance shall the sum of all tuition assistance monies exceed the actual eligible costs of the paramedic certification program.

The employee understands that this policy is not the sole basis for sustaining employment with the Fire Department during the 24-month term and is subject to dismissal per Village of Caledonia Fire Department policy and the Caledonia Firefighter's Local 2740 Collective Bargaining Agreement.