



Virginia Task Force 2

Urban Search and Rescue

Administrative Manual

1.08 Payroll & Compensation

March 2019

Payroll and Compensation

ISSUE STATEMENT

- To establish procedure for the processing payroll for US&R for Equipment Maintenance / Training activities and Deployment Events

REQUIRED ACTIONS

Equipment Maintenance / Training activities.

- VA-TF 2 overtime pay is permitted for FLSA non-exempt team members for Equipment Maintenance and Training activities.
- ALL over time for cache maintenance and training must be submitted on a City of Virginia Beach Fire Department Overtime Compensation Request card (Form No. VBFD 14-2 rev. 7/01).
- Program Manager must approve all requests for overtime pay.
- Sponsoring Agency employees VA-TF 2 overtime requests will be processed through The City of Virginia Beach Fire Department payroll office in accordance with the VBFD pay policy.
- Upon approval, ALL participating agency team members will forward their VA-TF 2 overtime requests (VBFD 14-2 yellow copy) to their respective Participating Representative for agency reimbursement at their discretion. Participating Agency are responsible for invoicing approved VA-TF 2 overtime for training, equipment maintenance, and deployment hours incurred by their team member. VA-TF2 will process payments for all VA-TF2 approved overtime invoices in accordance with the City of Virginia Beach pay terms, Net 30.

Deployment Events

- Sponsoring Agency shall comply with the following regulations and policies when paying members who deploy with VA-TF2.
 - Virginia Beach Fire Department SOP FR 4.03 FEMA Pay Process
 - City of Virginia Beach's Administrative Directive 6.03(A)
 - Code of Federal Regulation 44 CFR 208 44 CFR 208
- Participating Agency shall comply with the following regulations and policies when paying members who deploy with VA-TF2.
 - Participating Agency shall follow their own pre-determined pay practices
 - Code of Federal Regulation 44 CFR 208 44 CFR 208