



Virginia Task Force 2

Urban Search and Rescue

Administrative Manual

1.09 Sponsoring Agency Overtime
Reporting Procedures

March 2019

Sponsoring Agency Overtime Reporting

Issue Statement

The Virginia Beach Fire Department has implemented a new “Leave and Overtime Audit Procedure” as of December 2008 which will change the overtime reporting process for VBFD Task Force members. Overtime earned for attending meetings, component and task force training, cache procurement, cache maintenance, warehouse and US&R site maintenance and other required events are included in the recording process. In an effort to align our reporting procedures with those of the sponsoring agency, the following procedure has been implemented.

Required Action

The following overtime recording procedure will be followed for participation in:

Meetings

- The Sponsoring Agency member earns overtime for attending Task Force meetings. (i.e. Training Committee, Jurisdictional Representative, Functional, Subgroup Leader meetings, Purchasing meetings, Logistics Meeting, ORE Committee, etc)
- The team member signs the attendance roster (VA-TF2 Directive M 1.09a Roster) and submits an overtime card to the meeting facilitator or their designee prior to leaving the meeting.
- The Meeting Facilitator or Designee:
 - Sign the overtime cards and enter the proper In-Site tracking account code assigned by the Program Manager or their designee.
 - Provides the yellow copy to the attendee
 - Enter the overtime into Telestaff by Wednesday of the current work week
 - Submit the attendance roster to the training coordinator
 - Submits the signed white copy to the Program Manager/designee for verification who will then forward to Fire Administration/HR



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Component Training

- The Sponsoring Agency member earns overtime for attending scheduled Subgroup training. (i.e. Canine, Plans/TIS, Drivers, Medical, Safety, Search, Haz Mat , Rescue, Logistics, MOB etc.)
- The team member signs the attendance roster (VA-TF2 Directive M 1.09a Roster) and submits an overtime card to the Subgroup leader, instructor or their designee prior to leaving the training site.
- The Subgroup Leader, Instructor or Designee:
 - Sign the overtime cards and enter the proper In-Site tracking account code assigned by the Program Manager or their designee.
 - Provides the yellow copy to the attendee
 - Enter the overtime into Telestaff by Wednesday of the current work week
 - Submit the attendance roster to the training coordinator
 - Submits the signed white copy to the Program Manager/designee for verification who will then forward to Fire Administration/HR

Full Task Force Team Training

- The Sponsoring Agency member earns overtime for attending scheduled Full Task Force Team training.
- The team member signs the attendance roster (VA-TF2 Directive M 1.09a Roster) and submits an overtime card to the component manager or their designee prior to leaving the training site.
- The Subgroup Leader /Designee:
 - Sign the overtime cards and enter the proper In-Site tracking account code assigned by the Program Manager or their designee.
 - Provides the yellow copy to the attendee
 - Enter the overtime into Telestaff by Wednesday of the current work week
 - Submit the attendance roster to the training coordinator
 - Submits the signed white copy to the Program Manager/designee for verification who will then forward to Fire Administration/HR

Cache, Vehicle and Warehouse Maintenance

- The Sponsoring Agency member earns overtime for conducting FEMA cache, vehicle and warehouse maintenance
- The Task Force member completes the FEMA maintenance log. (VA-TF2 Directive M 1.09b Maintenance Log)
- Submits their overtime card to the designated Subgroup Leader prior to leaving the FEMA Office/Warehouse.



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- The Designated Subgroup Leader:
 - Sign the overtime cards and enter the proper In-Site tracking account code assigned by the Program Manager or their designee.
 - Provides the yellow copy to the team member
 - Enter the overtime into Telestaff by Wednesday of the current work week
 - Submits the signed white copy to the Program Manager/designee for verification with the FEMA maintenance log and forward to Fire Administration/HR

US&R Site Maintenance

- The Sponsoring Agency member earns overtime for conducting scheduled US&R site maintenance.
- Submits their overtime card to the US&R Site Manager prior to leaving the work site.
- The US&R Site manager will initial the overtime cards to verify the work completed and times entered on the overtime cards.
- The US&R Site Manager will deliver the overtime cards to the Program Manager or their designee for approval
- The Program Manager / Designee:
 - Sign the overtime cards and enter the proper In-Site tracking account code
 - Provides the yellow copy to the team member
 - Enter the overtime into Telestaff by Wednesday of the current work week
 - Verify the signed overtime card with the US&R site maintenance log and forward to Fire Administration/HR.

Overtime Earned by the Meeting Facilitators, Subgroup Managers and Designated Logistics Managers

- The sponsoring agency Meeting Facilitator, Component Manager earn overtime for administrative, training and maintenance activities.
- Complete the appropriate meeting, training or cache maintenance log based on their activity.
- Submits an overtime card to the Program Manager or their designee for signature prior to leaving the work site.
- The Program Manager/ Designee:
 - Sign the overtime cards and enter the proper In-Site tracking account code
 - Provides the yellow copy to the team member
 - Enter the overtime into Telestaff by Wednesday of the current work week
 - Verify the signed overtime card with the appropriate log and forward to Fire Administration/HR.

Any additional overtime situations not covered under the content of this document will be addressed by the Program Manager or their designee.