



# Virginia Task Force 2

## Urban Search and Rescue

### Administrative Manual

1.10 Participating Agency  
Overtime Reporting  
March 2019

# Participating Agency Member Overtime Reporting

## **ISSUE STATEMENT**

Non-exempt participating agency members may earn overtime for attending task force meetings, scheduled component and full task force training events, cache maintenance and US&R site maintenance. Limited funds have been budgeted within the cooperative agreement to provide reimbursement to the participating agencies for their task force members attending scheduled activities. Some participating agencies may elect to compensate their members with funds from their own departmental budget or attend while on duty. In an effort to insure proper documentation of members earning overtime compensation and the timely reimbursement of claims from the participating agencies, the following overtime reporting procedures have been implemented.

## **REQUIRED ACTIONS**

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

### **Meetings**

- The Participating Agency member earns overtime for attending Task Force meetings. ( i.e. Training Committee, Participating Agency Representatives, Subgroup Leaders meeting, Purchasing meetings, Logistics Meeting, ORE Committee, etc)
- The team member signs the attendance roster (VA-TF2 Directive M 1.10a Roster) and submits an overtime card (form 14-2) to the meeting facilitator or their designee prior to leaving the meeting.
- Retain the yellow copy of the overtime card and forward to their respective Participating Agency Representative for invoicing and/or record purposes.
- 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
  - 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 the Task Force Grants Manager for invoice payment



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#### **Component Training**

- The Participating Agency member earns overtime for attending scheduled Subgroup training. (i.e. Canine, Plans/TIS, Drivers, Medical, Safety, Search, Hazmat, Rescue, Logistics, MOB etc.)
- The team member signs the attendance roster (VA-TF2 Directive M 1.10a Roster) and submits an overtime card (form 14-2) to the subgroup leader, instructor or their designee prior to leaving the training site.
- Retain the yellow copy of the overtime card and forward to their respective jurisdictional representative for invoicing and/or record purposes.
- 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
  - 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 the Task Force Grants Manager for invoice payment

#### **Full Task Force Team Training**

- The Participating Agency member earns overtime for attending scheduled Full Task Force Team training.
- The team member signs the attendance roster (VA-TF2 Directive M 1.10a Roster) and submits an overtime card (form 14-2) to the Subgroup leader or their designee prior to leaving the training site.
- Retain the yellow copy of the overtime card and forward to their respective Participating Agency Representative for invoicing and/or record purposes.
- The Subgroup Leader 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
  - 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 the Task Force Grants Manager for invoice payment



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#### **Cache, Vehicle and Warehouse Maintenance**

- The Participating 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 1.10b Roster)
- Submits their overtime card (form 14-2) to the designated Logistics Managers prior to leaving the FEMA Office/Warehouse.
- Retain the yellow copy of the overtime card and forward to their respective Participating Agency Representative for invoicing and/or record purposes.
- **The Designated Logistics Managers:**
  - 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
  - Submits the signed white copy to the Program Manager/designee for verification with the FEMA maintenance log who will then forward to the Task Force Grants Manager for invoice payment

#### **US&R Site Maintenance**

- The Participating Agency member earns overtime for conducting scheduled US&R site maintenance.
- The Task Force member completes the US&R site maintenance roster.
- Submits their overtime card (form 14-2) 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 White copy of the overtime card to the Program Manager or their designee for approval
- The Participating Agency member will retain the yellow copy of the overtime card and forward to their respective Participating Agency Representative for invoicing and/or record purposes.
- **The Program Manager / Designee:**
  - Sign the overtime cards and enter the proper In-Site tracking account code
  - Verify the overtime card with the US&R site maintenance log and forward to the Task Force Grants Manager for invoice payment



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#### **Overtime Earned by the Meeting Facilitators, Component Managers**

- The Participating Agency Representatives Meeting Facilitator, Functional Group and Subgroup Leaders 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 (form 14-2) to the Program Manager or their designee for signature prior to leaving the work site.
- Retain the yellow copy of the overtime card and forward to their respective Participating Agency Representative for invoicing and/or record purposes.
- 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
  - Verify the signed overtime card with the appropriate log and forward to the Task Force Grants Manager for invoice payment.

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

All Participating Agency team members forward the overtime requests to their respective Jurisdictional Representative for invoice preparation. Participating Agency's are responsible for billing approved VA-TF2 overtime for meetings, training, equipment maintenance, and US&R site maintenance hours within **30 days** of event completion. VA-TF2 will process payments for all VA-TF2 approved overtime invoices in accordance with the City of Virginia Beach pay terms, Net 30.