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## CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL

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### BACKFILL and OVERTIME POLICY

Effective July 1, 2017

The Central Region Homeland Security Advisory Council (CRHSAC, or “Council”) adopted a new Backfill and Overtime (BF/OT) policy at its regularly-scheduled meeting on March 7, 2017. The new BF/OT policy is effective July 1, 2017\*. This Policy was approved by the Executive Office of Public Safety and Security (EOPSS).

The Council will reimburse Backfill and Overtime to member agencies up to a rate of \$35.00/hour per participant of trainings and exercises that have received Council and EOPSS approval for funding. The Council will reimburse up to a maximum of 8 hours per day for overtime, and up to 10 hours per day for backfill for CRHSAC/EOPSS approved trainings.

Per Department of Homeland Security guidance, travel time to and from CRHSAC approved trainings and exercises is not eligible for BF/OT reimbursement.

Individual overtime rates vary among disciplines and agencies and accountability of the status of the participants is challenging. Determining who is participating on straight time, overtime, own time, or is being backfilled is burdensome on the project manager and fiduciary.

This new policy not only simplifies the accountability of these trainings and exercises, but also promotes a “buy-in” from participating agencies. Demonstrating a commitment to training and exercising will now include a small financial commitment from these agencies. Additionally, training and exercise investments will be able to provide a greater opportunity to train more participants per activity.

Collective Bargaining Agreements will not be affected since each participant will be receiving his or her appropriate compensation from their member agency.

The procedure for submitting BF/OT reimbursement requests remains the same. Member communities will continue to complete the required reimbursement forms, and provide all required back-up documentation requested on the form(s) and the Council. The reimbursement forms can be found at: [www.cmrpc.org/homeland-security-resources-and-documents](http://www.cmrpc.org/homeland-security-resources-and-documents)

*\*Note: This policy does not affect any trainings or exercises that have approved by CRHSAC prior to July 1, 2017.*