



STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY
HOMELAND SECURITY UNIT
MEMORANDUM

TO: Homeland Security Exercise & Evaluation Program (HSEEP) Trained Community
FROM: Captain Chris Reinfurt, Director, Vermont Homeland Security Unit
DATE: October 7, 2005
SUBJECT: State of Vermont Policy for Payment for Data Collectors/Evaluators for Vermont Homeland Security Unit Sponsored Exercises

1. It is a statewide goal that all HSEEP trained personnel participate, to the maximum extent possible in all organized exercises. It has been recognized that volunteer HSEEP trained personnel have a difficult time data collecting/evaluating exercises due to daytime commitments related to their employment. Although much effort has been taken to include all HSEEP trained personnel in ODP sponsored exercises in Vermont, it has been noted that many have not data collected/evaluated exercises due to the financial burdens placed on them when they leave their jobs. It is therefore the intent of the Vermont Homeland Security Unit to set a statewide policy. This policy shall take affect immediately and will apply to exercise data collectors/evaluators in all fiscal years.
2. The policy set forth shall be for all HSEEP trained personnel that data collect/evaluate ODP approved exercises as it relates to the Homeland Security Mission.
 - A. FULL TIME PERSONNEL**

HSEEP trained personnel employed in a full time status of an Agency shall continue to receive the rate of time and one half when participating in data collection/evaluation activity for their organization if required by their contractual law.
 - B. PART-TIME PERSONNEL**

If an agency has budgeted employees to work less than a full time schedule, the time that these employees spend traveling to and data collecting/evaluating ODP exercises above and beyond their regularly scheduled hours can be considered overtime and therefore covered. For example, if an agency budgets an individual for 20 hours per week but ODP exercise activities require that person to work 25 hours in a week, the additional 5 hours spent **evaluating exercises could be covered by ODP grants.**
 - C. PAID-FOR-CALL, PAID-ON-CALL, AND PAID-PER-CALL VOLUNTEER PERSONNEL**

If an agency relies upon paid-for-call, paid-on-call, and/or paid-per-call volunteer personnel and opts to include them in data collecting/evaluating ODP exercises, grantees can use ODP grant funds to pay volunteers for their time involved in these activities in accordance with established processes, to include both hourly and flat-rate payment.
 - D. STIPENDS FOR VOLUNTEER HSEEP TRAINED PERSONNEL**

Stipends for purely volunteer HSEEP trained personnel to data collect/evaluate ODP exercises are allowable when volunteers are completely unpaid and no legal agreement exists to support pay for exercise activities, provided that ODP receives written justification establishing:

 1. The difficulty states/locals are facing getting responders to participate as unpaid volunteers.

2. Why volunteers who are already willing to provide time without pay are unwilling to give extra time for exercises.

The justification must be based on a finding that paying volunteers is a primary factor in enticing them to data collect/evaluate exercise activities. The justification must explain how participation in ODP-approved exercises makes participation better at the work they perform during their regular volunteer duties.

E. REIMBURSING WAGES FOR VOLUNTEER RESPONDER PERSONNEL

If volunteer HSEEP trained personnel are **required to take time off from work** in order to data collect/evaluate ODP exercises, grant funds can be used to reimburse lost wages provided certain requirements are met. First, ODP must receive written justification establishing the amount of wages lost by each volunteer responder participation in exercises, including time and rate of pay. Second, the written justification for such costs must outline how paying volunteers is a primary factor in enticing them to data collect/evaluate exercise activities. Third, reimbursement funds must be provided directly to the employer for pass-through to the volunteer. It shall be the policy of the State to reimburse employers of HSEEP trained personnel who meet the above criteria and have sought and received approval from ODP at a rate of \$20 per hour. **This justification must be made in writing to ODP through the Vermont Homeland Security Unit.**

3. It shall be the State's policy that those HSEEP trained personnel described in paragraph C above will be paid at a maximum rate of \$20 per hour for data collecting/evaluating in ODP approved exercises. It shall be the State's policy that those HSEEP trained personnel described in paragraph D will be paid at a maximum rate of \$20 per hour for data collecting/evaluating in ODP approved exercises provided that they submit a written request to the Vermont Homeland Security Unit outlining the criteria noted in paragraph D. This request must be submitted at least **one month** prior to the planned exercise and must have approval from ODP.
4. It shall be the State's policy that those HSEEP trained personnel described in paragraph C above will be reimbursed for authorized automobile mileage actually and necessarily traveled to and from an ODP approved exercise at the rate established by the U.S. General Services Administration, unless the employee is traveling in a State-owned or leased vehicle. It shall be the State's policy that those HSEEP trained personnel described in paragraph D will be reimbursed for authorized automobile mileage actually and necessarily traveled to and from an ODP approved exercise at the rate established by the U.S. General Services Administration, unless the employee is traveling in a State-owned or leased vehicle, provided that they submit a written request to the Vermont Homeland Security Unit outlining the criteria noted in paragraph D. This request must be submitted at least **one month** prior to the planned exercise and must have approval from ODP.
5. It shall be the State's policy that those HSEEP trained personnel described in paragraph C above will be reimbursed for lodging, if the travel distance to the exercise location is more than 50 of miles from the data collector/evaluators home. The maximum allowable reimbursement for lodging shall be the government rate offered by the facility providing overnight accommodations to employees. It shall be the State's policy that those HSEEP trained personnel described in paragraph D will be reimbursed for lodging, if the travel distance to the exercise location is more than 50 of miles from the data collector/evaluators home, provided that they submit a written request to the Vermont Homeland Security Unit outlining the criteria noted in paragraph D. This request must be submitted at least **one month** prior to the planned exercise and must have approval from ODP. The maximum allowable reimbursement for lodging shall be the government rate offered by the facility providing overnight accommodations to the data collector/evaluator.
6. All agencies must submit a declaration to the Vermont Homeland Security Unit on how it pays its personnel for reference.