



STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY
HOMELAND SECURITY UNIT
MEMORANDUM

TO: First Responder Community

FROM: Captain Chris Reinfurt, Director, Vermont Homeland Security Unit

DATE: November 24, 2009

SUBJECT: State of Vermont Policy for Payment for First Responders' Attendance to G&T Training and Exercises

It is a statewide goal that all first responders participate to the maximum extent possible in all organized training and exercises. It has been recognized that first responders have a difficult time attending training and exercises due to daytime commitments relating to their employment. Although much effort has been taken to include all first responders in Vermont it has been noted that many have not attended training and exercises due to the financial burdens placed on them when they leave their jobs. It is therefore the policy of the Vermont Homeland Security Unit to set a statewide policy, as outlined in Homeland Security Office of Domestic Preparedness Informational Bulletin 141 and 157. This policy shall take effect immediately, replacing the previous payment policy, and will apply to training and exercise participation in all fiscal grant years. The policy set forth shall be for all first responders that attend G&T approved training and exercises as it relates to the Homeland Security Mission.

FULL TIME PERSONNEL

First responders employed in a full time status of an Agency shall continue to receive the rate of time and one half when attending training and exercises for their organization if required by their contractual law. The agency will be paid for overtime if the attendee is on a scheduled day off, OR the agency will be paid for backfill expenses to cover the portion of the schedule that encompasses the training or exercise and travel time for the training or exercise only for that attendee if the attendee is on a regularly scheduled work day. Neither overtime nor backfill expenses are the result of an increase of Full-Time Equivalent employees and what is allowable is the equivalent of reimbursement of 1 full time employee. For example, if one of the members that is attending the exercise or training is regularly scheduled to work, then the individual department will pay for that person to attend the exercise or training. However, the grant will reimburse the department to backfill that position. If the person has a scheduled day off on any or all of the days of the exercise or training, then the grant will reimburse for the overtime incurred.

If the person attending the training or exercise is on a scheduled shift and the training or exercise falls within that shift time frame, and that shift encompasses more than the scheduled training or exercise time, it is expected that person will complete his or her shift and the grant will not reimburse for the non training or exercise portion of the expense. In those cases where trainings or exercises are conducted outside of Vermont, then full shift coverage will be determined on a case by case basis, with advance approval by Vermont Homeland Security necessary.

Reimbursement for mileage will also be considered on a case by case basis with prior approval by Vermont Homeland Security.

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 attending G&T training and 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 G&T training and/or exercise activities require that person to work 25 hours in a week, the additional 5 hours spent in training and/or exercise could be covered by G&T grants. With regards to out of state trainings or exercises, and mileage the same policy as mentioned above will apply.

In order to request reimbursement, agencies must submit the Vermont Department of Public Safety Financial Report Form, and the backup documentation as follows:

- Application
- Detail Budget Worksheet
- Copy of Timesheet for attendee
- Copy of Schedule which includes time at training
- Department schedule
- Hourly rates
- Copies of pay
- Workmen's Comp rate w/back up documentation of rate
- Copy of Certifications received, if applicable
- Backfill info: timesheet, hourly rate, copies of pay
- Part-time employees- copy of regular part-time schedule, if applicable
- Map quest printout for mileage, if applicable
- Other information as requested by Grant Manager