



Title: Overtime/Backfill Reimbursement Policy	
Effective Date: January 26, 2005	Page 1 of 2

A. Policy

The Illinois Terrorism Task Force and the Illinois Law Enforcement Alarm System (ILEAS) recognizes that local law enforcement agencies need financial assistance to pay for overtime and staff backfill so special teams can be formed, trained and available during crises. ILEAS has developed a policy to reimburse local agencies for overtime created for special teams training. This document outlines the conditions and procedures for receiving such reimbursement.

B. Purpose

The purpose of this document is to outline the ILEAS overtime and backfill reimbursement policy.

C. Procedure

1. Overtime And Backfill

- a) Overtime reimbursement will only be paid for actual overtime hours spent at special team training; OR, actual backfill overtime hours to pay to replace specific special team officers.
- b) Overtime will be paid at the actual rate of each specific officer. The ceiling on any overtime paid is \$50/hour.
- c) Overtime/backfill will be paid ONLY for hours worked. For instance – if an officer trains for 8 hours, the total amount for overtime or backfill requested for reimbursement cannot exceed 8 hours, regardless of union agreements, work rules or labor contracts.
- d) The Federal grant under which the overtime is paid, is a reimbursement grant. The officer must be paid PRIOR to a request for reimbursement. Withholding overtime pay pending reimbursement from IEMA is not allowed.
- e) Overtime/backfill will only be paid for official special team training overtime. The officer must attend the training and pass the course.
- f) Agencies must submit a formal written request for reimbursement on official ILEAS/IEMA request forms and pursuant to specific procedures as may be developed. This reimbursement request must contain specific information including:
 - 1) officer's name
 - 2) date of training
 - 3) training subject material and how it relates to terrorism
 - 4) specific amount requested
 - 5) number of hours of training

President Signature:	Vice-President Signature:
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- g) ILEAS has asked for a two year commitment from each Regional Response Team and a 16 hour per month training regimen. ILEAS will pay for the training overtime expenses if the training is pursuant to the task list as established by the Regional Response Committee not to exceed 8 hours per month per team member.

2. Authorizations

- h) Each agency requesting reimbursement must have a signed grant agreement from the Illinois Emergency Management Agency PRIOR to making any overtime request.
 - i) Overtime/backfill will only be paid for police officer team members. However, if a Regional Response Team has assigned Tactical Emergency Medical Support (TEMS) public fire/paramedic technicians to the team, AND they have been approved by the ILEAS Governing Board and ITTF staff, then their overtime/backfill would be allowable under the same conditions. Requests for such reimbursements must be made in writing to the President of the ILEAS Governing Board and the Chair of the Illinois Terrorism Task Force.
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