



Title: Overtime/Backfill Reimbursement Policy	
Effective Date: November 1, 2006	Page 1 of 3

**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 exercised and available during crises. Additionally, ILEAS recognizes that uniformity with regard to overtime reimbursement throughout the State and for purposes of training and exercises as well as activation is desirable. ILEAS has developed a policy to reimburse local agencies for overtime and backfill based on the availability of funds and policy revisions. 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. Definitions**

1. Overtime/Backfill – Work performed by an eligible sworn officer/deputy, or an officer/deputy assigned to replace that officer/deputy, in excess of his normally scheduled hours for which he is compensated at a rate not to exceed 1.5 times his normal rate of pay. Salaried employees participating in training and exercises outside of their normal work hours are not eligible for reimbursement under this program.
2. Authorized Training and Exercise – Training and exercises successfully completed by an officer under at least one of the following circumstances:
  - a) Department of Homeland Security approved training.
  - b) State authorized training.
  - c) Periodic training consistent with the U.S. Department of Homeland Security, Office of Grants and Training mission statement as approved by ILEAS and/or the Illinois Terrorism Task Force.
  - d) Training provided by vendors and manufacturers with regard to authorized equipment.
  - e) Authorized field exercises sponsored by or approved by ILEAS.
3. Member in Good Standing – An agency in good standing is one that has paid its appropriate dues and cooperated with the required inventory or any other mandated requirement of ILEAS.

**D. Procedure**

1. Overtime and Backfill Guidelines
  - a) Local agencies employing officers who are on ILEAS designated special teams or approved for participation in exercises may be reimbursed for overtime and/or backfill for authorized training.
  - b) Overtime or backfill will only be reimbursed at the rate of each specific officer. The maximum allowed reimbursement is \$50 per hour.

President Signature:	Vice-President Signature:
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- c) Overtime/backfill will be paid ONLY for hours worked regardless of union agreements, work rules or labor contracts. Agencies may not submit for overtime/backfill reimbursement for two individuals who worked the same hours. Time spent traveling to and from training is not allowable work.
- d) Overtime/backfill will only be reimbursed if the employing agency has experienced an actual cost beyond normal operating expenses.
- e) The federal grant under which the overtime is paid is a reimbursement grant. The officer must be paid PRIOR to a request for reimbursement.
  - i. Withholding overtime pay pending reimbursement from ILEAS is not allowed.
  - ii. Overtime will be reimbursed to the agency, not the officer.
- f) If the overtime/backfill is paid for official special team training, the officer must physically attend the training and pass the course. All special team commanders shall maintain an accurate attendance roster of any officer attending and completing authorized training. Said roster must be maintained for auditing purposes.
- g) ILEAS will establish a uniform methodology for the submission of overtime reimbursement. Agencies requesting overtime reimbursement must submit the request as outlined by ILEAS. The information that must be submitted in order to receive an overtime reimbursement include:
  - i. Officer's name
  - ii. Date(s) of training
  - iii. Course name/training subject material and how it relates to terrorism and/or WMD
  - iv. Officer's hourly pay rate
  - v. Specific number of hours requested
  - vi. Number of hours of training

## 2. Authorizations & Audits

- a) Each agency requesting reimbursement must be a member in good standing in order to receive any reimbursements.
  - b) Only chiefs, sheriffs or their designees of the officer's employing agency are authorized to make overtime/backfill reimbursement requests.
  - c) Only authorized team commanders or their designees may maintain the training records and reports to the employing agencies and ILEAS.
  - d) Every agency receiving overtime/backfill reimbursement funds from ILEAS shall maintain a detailed payroll record and be able to withstand a Federal or State audit of any overtime claims that were made pursuant to this program.
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- e) ILEAS will not intercede or become involved in management/labor issues for any agency with regard to this program.

### 3. TEMS & Non-Police Special Team Members

- a) If a special 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, then their overtime/backfill would be allowable under the same conditions.
- b) Requests for such reimbursements must be made in writing to the President of the ILEAS Governing Board.

### 4. Time Limits for Filing

The requesting agency must submit the request within the established time limits as ascertained by ILEAS. Failure to make timely requests will result in the denial of overtime reimbursement.

- a) Team Commanders have ten days from the last date of training to file the training report with ILEAS.
- b) Agency directors have 42 days from the date the training report is filed to make an overtime request.

### 5. Budget Authorization and Limitations

- a) ILEAS will reimburse agencies in good standing the amount of overtime/backfill necessary to attend:
  - I. Dept. of Homeland Security and State-sponsored and approved training for the actual overtime/reimbursement cost.
  - II. Periodic skills training as identified by ILEAS not to exceed 16 hours per month per team member.
  - III. Reimbursement for overtime/backfill for travel may not exceed 8 hours for out-of-state overnight travel.
- b) ILEAS reserves the right to amend the reimbursement rate for budgetary reasons. This policy does not obligate ILEAS to provide reimbursements if the appropriate funding is not available.

### 6. Disasters & Mutual Aid Responses

State or Federally declared disaster reimbursement for overtime or reimbursement operates under a separate set of rules. The standards as established in this policy shall apply under such circumstances; however, additional conditions for each incident shall be determined on a case-by-case basis.

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