

Pat Quinn
Governor



Andrew Velasquez III
Homeland Security Advisor

2200 South Dirksen Parkway ~ Springfield, IL 62703-4528 ~ phone: (217) 558-1334 ~ fax: (217) 558-1335
www.ready.illinois.gov

Mike Chamness – Chair
Illinois Terrorism Task Force

Members

Adams/McDonough Counties
American Public Works Assoc.
American Red Cross
Archer -Daniels-Midland
Associated Fire Fighters of IL
Central Management Services
Cities of Bloomington-Normal
Cities of Champaign-Urbana
City of Aurora
City of Chicago
City of Joliet
City of Naperville
City of Peoria
City of Rockford
City of Springfield
Cook County ESDA
Dept. of Homeland Security/FEMA-Region V
DuPage County OEM
Federal Bureau of Investigation
Governor's Office
IL Assoc. of Chiefs of Police
IL Assoc. of Public Health Administrators
IL Assoc. of School Boards
IL Attorney General's Office
IL Board of Higher Education
IL Campus Law Enforcement Administrators
IL College of Emergency Physicians
Illinois Community College Board
IL Coroners Association
IL Department of Agriculture
IL Department of Corrections
IL Department of Human Services
IL Department of Military Affairs
IL Department of Natural Resources
IL Department of Public Health
IL Department of Transportation
IL Education Association
IL Emergency Management Agency
IL Emergency Services Management Assoc.
IL Environmental Protection Agency
IL Firefighters Association
IL Fire Chiefs Association
IL Fire Services Association
IL Fire Service Institute
IL Health Care Association
IL Law Enforcement Alarm System
IL Law Enforcement Training & Standards Bd.
IL Municipal League
IL National Emergency Number Association
IL Office of the State Fire Marshal
IL Public Health Mutual Aid System
IL Public Works Mutual Aid Network
IL Security Chiefs Association
IL Sheriffs Association
IL State Police
IL States Attorneys Association
Kane County ESDA
Lake County ESDA
Metro East (St. Clair-Madison)
Mutual Aid Box Alarm System
Quad Cities (Moline-E. Moline-Rock Island)
Regional Superintendents of Schools
School Crisis Assistance Team
Secretary of State Police
U.S. Attorney's Office
U.S. Postal Inspectors
Will County EMA

ITTF POLICY STATEMENT 2007 (5)

TO: U.S. Department of Homeland Security, Federal Preparedness Fund Sub-recipients

FROM: Mike Chamness, Chair
Illinois Terrorism Task Force 

DATE: November 1, 2007

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Overtime /Backfill Reimbursement and Volunteer Stipend (to supersede ITTF Policy Statement 2007 (4))

INTRODUCTION

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for developing and helping to implement the state's homeland security strategy as an advisory body to the Governor and overseeing the management and administration of federal preparedness grants. The task force continues to build upon a strong foundation of established working partnerships among its more than 60 members, which represent all public safety agencies and associations and every community in Illinois.

GENERAL POLICY STATEMENT

This policy statement supersedes ITTF Policy Statement 2007 (4) and applies to the following three documents:

- "Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement Policy for Illinois Statewide Deployable Teams (TRT, HAZMAT, and SRT)"
- "Illinois Terrorism Task Force (ITTF) Training Volunteer Stipend Policy for Illinois Statewide Deployable Teams (TRT, HAZMAT, and SRT)"

Committees

Bioterrorism
Chicago/Cook County UASI
Communications
Crisis Response & Prevention
Elected Officials
Emergency Management
Fire Mutual Aid
Information Technology
Law Enforcement Mutual Aid
Private Sector
Public Information
Science & Technology
Training
Transportation
Volunteers and Donations

- *“Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement and Volunteer Stipend Claims Process for Illinois Statewide Deployable Teams (TRT, HAZMAT and SRT)”*

It is the policy of the ITTF to reimburse career, on-call and volunteer personnel and/or to pay a stipend for volunteers who are listed on the Illinois Statewide Deployable Team roster and who satisfactorily complete a course of study through an approved institution or provider that meets the course curriculum requirements of the ITTF Training Committee. Eligibility for reimbursements or stipends must be in accordance with the documents titled *“Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement Policy For Illinois Statewide Deployable Teams (TRT, HAZMAT, and SRT)”* and *“Illinois Terrorism Task Force (ITTF) Training Volunteer Stipend Policy For Illinois Statewide Deployable Teams (TRT, HAZMAT, and SRT).”*

ELIGIBILITY

Reimbursement and Volunteer Stipend may only be requested by and paid to the individual's employing or sponsoring department. Submission of a Reimbursement or Volunteer Stipend claim on an individual by a sponsoring department confirms that an employment relationship exists between the individual and the department and places the burden for employment-related tax, benefit and recordkeeping with that department, not with the ITTF.

Only those career, on-call, and volunteer personnel listed on the Illinois Statewide Deployable Team roster on file with the Illinois Fire Service Institute (IFSI) and/or Illinois Law Enforcement Alarm System (ILEAS) at least 6 weeks prior to the start of the course are eligible to receive Reimbursement or Volunteer Stipend.

To be eligible for any form of personnel time Reimbursements, the individual's employing department must have experienced an actual cost beyond normal operations personnel expenses. Qualified expenses may include overtime, backfill or loss of salary/compensation by the individual attending the training.

Reimbursement or Volunteer Stipend consideration to attend a training or certification class will only be approved for ITTF-recognized requirements associated with Illinois Statewide Deployable Teams (Objective #4 of the ITTF Training Committee Strategic Plan) and/or ITTF-mandated training. Reimbursement for other training courses to attain or maintain certification or skills may be authorized based upon the pre-approval of the ITTF Training Committee.

All coursework must be through an approved institution or provider who meets the course curriculum requirements of the ITTF Training Committee and consistent with the mission statement of the DHS, Office of Grants and Training.

CLAIMS PROCESS FOR REIMBURSEMENTS AND STIPENDS

Claims shall be submitted in accordance with the document titled "*Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement and Volunteer Stipend Claims Process for Illinois Statewide Deployable Teams (TRT, HAZMAT and SRT).*"

All Reimbursement and Stipend requests must be received by the ITTF office, located at 2200 South Dirksen Parkway, Springfield, Illinois, within 60 days of the completion of the course.

Reimbursement or Volunteer Stipend requests for career, on-call, and volunteer personnel must be submitted on the "Training Reimbursement Request Form" or the "Stipend Request Form" to the ITTF or other designated organization. Only an original version of the form with signature from the department head or certifying official will be accepted. Requests for Reimbursement or Volunteer Stipend must be accompanied by a letter on department letterhead signed by the department head or certifying officer verifying the actual wages that were paid to each of the individuals for whom the department is requesting Reimbursement or Volunteer Stipend. Reimbursement or Stipend requests for law enforcement shall be submitted through ILEAS using the established ILEAS on-line system.

EFFECTIVE DATE OF POLICY

This policy is effective as November 1, 2007.



**Illinois Terrorism Task Force (ITTF)
Training Overtime/Backfill Reimbursement Policy
For Illinois Statewide Deployable Teams
(TRT, HAZMAT, and SRT)**

Approved by the ITTF Training Committee and updated by the ITTF - 08 Dec 10

Reimbursement Eligibility

1. Reimbursement may only be requested by and paid to the individual's employing or sponsoring department. Submission of a Reimbursement claim on an individual by a sponsoring department confirms that an employment relationship exists between the individual and the department and places the burden for employment-related tax, benefit and recordkeeping with that department, not with the ITTF.
2. Only those career, on-call, and volunteer personnel listed on the Illinois Statewide Deployable Team roster on file with the Illinois Fire Service Institute (IFSI) and/or Illinois Law Enforcement Alarm System (ILEAS) at least 6 weeks prior to the start of the course are eligible to receive backfill and/or overtime Reimbursement. Only those personnel who satisfactorily complete the course of study, as certified by IFSI or ILEAS, are eligible for Reimbursement.
3. To be eligible for any form of personnel time Reimbursements, the individual's employing department must have experienced an actual cost beyond normal operations personnel expenses. Qualified expenses may include overtime, backfill or loss of salary/compensation by the individual attending the training.
4. Reimbursement consideration to attend a training or certification class will only be approved for ITTF-recognized requirements associated with Illinois Statewide Deployable Teams (Objective #4 of the ITTF Training Committee Strategic Plan) and/or ITTF-mandated training. Reimbursement for other training courses to attain or maintain certification or skills may be authorized based upon the pre-approval of the ITTF Training Committee.
5. All coursework must be through an approved institution or provider who meets the course curriculum requirements of the ITTF Training Committee and consistent with the mission statement of the DHS, Office of Grants and Training.
6. Reimbursement requests for career, on-call, and volunteer personnel must be submitted on the "Training Reimbursement Request Form" to the ITTF or other designated organization. Only an original version of the form with signature from the department head or certifying official will be accepted. Requests for Reimbursement must be accompanied by a letter on department letterhead signed by the department head or certifying officer verifying the actual wages that were paid to each of the individuals for whom the department is requesting backfill and/or overtime and/or lodging. Reimbursement requests for law enforcement shall be submitted through ILEAS using the established ILEAS on-line system.
7. All Reimbursement requests must be received by the ITTF within 60 days of the completion of the course.

Reimbursement Limitations

1. Salaried employees participating in training outside of their normal work hours are not eligible for Reimbursement under this policy, unless exempted by local employment policy.
2. The normal salaries of career, on-call and volunteer personnel attending an ITTF-sponsored training course are not reimbursable if no other additional personnel expenses are experienced which directly relate to the vacancy caused by the individual attending the training. Department heads shall take appropriate actions to avoid unnecessary personnel expenses while individuals are attending ITTF-sponsored training.
3. Travel time is ineligible for Reimbursement. Only actual personnel time directly related to training and class scheduled attendance is allowed.
4. In no case will more than 48 attendee hours be reimbursed within a five (5) calendar day consecutive period for a course including firefighters temporarily assigned to alternative workweeks, and/or individuals who are assigned to a 24/48 hour schedule.
5. In no case will two individuals be reimbursed for the same hourly period for the class activity of a single individual (i.e. only one individual personnel cost for each qualifying hour will be eligible for Reimbursement – either the back-fill or the individual attending class).

Reimbursement Rates

1. Reimbursements shall not exceed one and one half (1.5) times the individual's hourly wage (excluding calculation of benefits and longevity pay). Career, on-call, and volunteer personnel who lost salary due to their attendance are eligible for Reimbursement of the hourly wage lost at a rate of no more than \$58 per hour as validated by their employing department head.
2. Career, on-call and volunteer personnel may receive Reimbursement for lodging and tax at 50% of the state Reimbursement rate for that area per person as outlined in the Governor's Travel Control Board, Travel Guide for State Employees (http://www.cms.il.gov/cms/2_servicese_oth/trvlguid.htm). To claim a Reimbursement, departments must submit a hard copy of lodging receipts and documentation that indicates the training location is more than 50 miles from claimant's certifying/sponsoring department.



**Illinois Terrorism Task Force (ITTF)
Training Volunteer Stipend Policy
For Illinois Statewide Deployable Teams
(TRT, HAZMAT, and SRT)**

Approved by the ITTF Training Committee and updated by the ITTF - 10 Oct 07

Volunteer Stipend Eligibility

1. Volunteer Stipend may only be requested by and paid to the individual's employing or sponsoring department. Submission of a Volunteer Stipend claim on an individual by a sponsoring department confirms that an employment relationship exists between the individual and the department and places the burden for employment-related tax, benefit and recordkeeping with that department, not with the ITTF.
2. Volunteer Stipend is applicable to volunteer personnel who attend a session, who are listed on the Illinois Statewide Deployable Team roster on file with the Illinois Fire Service Institute (IFSI) and /or Illinois Law Enforcement Alarm System (ILEAS) at least 6 weeks prior to the start of the course, and who successfully complete the required course of study as certified by the ITTF Training Committee or participate in other U.S. Department of Homeland Security (DHS) eligible institutionalized training program approved by the ITTF or ITTF Training Committee.
3. Volunteer Stipend consideration to attend a training or certification class will only be approved for ITTF-recognized requirements associated with Illinois Statewide Deployable Teams (Objective #4 of the ITTF Training Committee Strategic Plan) and/or ITTF-mandated training. Reimbursement for other training courses to attain or maintain certification or skills may be authorized based upon the pre-approval of the ITTF Training Committee.
4. All coursework must be through an approved institution or provider who meets the course curriculum requirements of the ITTF Training Committee and consistent with the mission statement of the DHS, Office of Grants and Training.
5. Volunteer Stipend requests must be submitted on the "Stipend Request Form" to the ITTF or other designated organization. Only an original version of the form with signature from the department head or certifying official will be accepted. Requests for Volunteer Stipend must be accompanied by a letter on department letterhead signed by the department head or certifying officer verifying the amount that is due to each of the individuals for whom the department is requesting a Volunteer Stipend. Volunteer Stipend requests for law enforcement shall be submitted through ILEAS using the established ILEAS on-line system.
6. All Volunteer Stipend requests must be received by the ITTF within 60 days of the completion of the course.

Volunteer Stipend Limitations

1. Only actual personnel time directly related to training and class scheduled attendance is eligible for a Volunteer Stipend. Travel time is ineligible for Volunteer Stipend.

Volunteer Stipend Rates

1. Volunteer members of local fire and law enforcement department organizations who attend courses approved for a Volunteer Stipend are eligible for a stipend of \$22.50 per hour. The stipend will constitute an employment relationship between the Volunteer member and the local sponsoring fire organization. Funding for stipends will begin with the availability of FY 2007 DHS State Homeland Security Program (SHSP) funding.
2. Subject to prior approval by the ITTF Training Committee and membership of the ITTF, The Volunteer Stipend Rate will be adjusted, based upon the published rates by the Independent Sector for the State of Illinois at http://www.independentsector.org/programs/research/volunteer_time.html.
3. Reimbursement for lodging and tax is allowable at 50% of the state Reimbursement rate for that area per person as outlined in the Governor's Travel Control Board, Travel Guide for State Employees (http://www.cms.il.gov/cms/2_servicese_oth/trvlguid.htm). To claim a Reimbursement, departments must submit a hard copy of lodging receipts and documentation that indicates the training location is more than 50 miles from claimant's certifying/sponsoring department.