

Nebraska Task Force 1- Management Policy
Compensated versus Uncompensated Activities (MP 1000.12)

Owner: BC Brad Thavenet

Effective Date: 06/16/2020

Purpose

Outline and define Nebraska Task Force 1 Compensation Policy

Policy

Nebraska Task Force One members will be compensated for their time during activities described herein as “Compensated Activities”. Members will not receive compensation for their time when participating in activities identified below as “Uncompensated Activities”.

Compensated Activities: Compensated Activities are those activities in which the task force member shall receive compensation for their time. Compensated Activities are outlined below and are not limited to the examples listed;

- **Lead and Adjunct Instructors:**
 - Individuals that deliver training requirements that require a documented and appropriately formatted curriculum approved by the Training Coordinator. *Ex: Structural Collapse Technician Course, Position Proficiency Trainings.*
- **Statement of Work Activities:**
 - Individuals participating in activities in order to meet the objectives outlined in the latest Cooperative Agreement Statement of Work. *Ex: Administrative Readiness Evaluation (ARE) preparations, and Conducting Cache Inventories.*
- **Required Scheduled Maintenance Checks:**
 - Individuals assisting in completing required monthly maintenance checks. These activities shall be scheduled and approved in advance by the Program Manager. *Ex: Maintaining Medical Equipment, Re-Keying Radios, Calibrating Hazmat Monitors, Conducting Vehicle Maintenance.*
- **Meeting Attendance (*meetings for a specific NE-TF1 purpose*)**
 - Individuals attending meetings related to the readiness of NE-TF1 that do not require travel. Prior authorization and approval to attend is required by the Program Manager. *Ex: Steering Committee Meeting, Logistics Managers Meeting.*
- **Committees (*seated for a specific NE-TF1 project(s)*)**
 - Individuals selected to serve on various short-term committees, assigned a specific task that do not require travel. All Adhoc Committees shall be

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established and members approved in advance by the Program Manager.
*Ex: Prime Mover, Vehicle Replacement or Technology Committee(s),
preparations for Administrative Readiness Evaluations (ARE)*

NE-TF1 Compensated Activity Rates

The base pay rate according to the member's primary employer is utilized by NE-TF1 to compensate members participating in Compensated Activities unless otherwise negotiated in an individual Memorandum of Agreement or Compensation Rate Agreement. *Please refer to Management Policy MP 1000.24 NE-TF1 Personnel Compensation Policy for activation and deployment rates.*

NE-TF1 Compensation Parameters

Pay for compensated activities is based on the actual hours attending the activity. Lunch or other meal time is not compensated unless a "working lunch" has been previously authorized by the Program Manager or their designee. If an individual arrives early or stays late on their own, they only are only compensated for the duration of the actual activity unless otherwise approved by the Program Manager or their designee.

Members engaged in compensated activities are required to complete a hard copy time record in order to receive compensation. The time record is provided by NE-TF1 at time of the activity. Each day a new time record is required. Separate time records may be required for each activity, participating agency or affiliated member. Task force members are required to provide all information requested on the time record and sign the time record in order to be eligible for reimbursement.

Members engaged in compensated activities while off-duty shall be compensated as documented above under **NE-TF1 Compensated Activity Rates**. Benefits are not paid for compensated activity hours. Since benefits are based on a set number of hours per work week, any hours over that amount do not accrue any additional benefits.

Those members engaged in compensated activities while on-duty are not eligible for compensation from the task force. Staffing backfill for the duration of the actual activity plus appropriate travel time, may be charged to the program when authorized by the Program Manager, as needed to maintain staffing and contractual obligations.

Uncompensated Activities:

Uncompensated Activities are those activities in which the task force member shall not receive compensation for their time. Certain back-fill provisions and workers compensation coverage do apply.

- General and Position Specific requirements, and any Proficiency training activities.

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- FEMA Sponsored/Sanctioned position specific training.
 - Includes both local and out-of-town trainings
- FEMA meetings as per Program Office General Memorandum and/or the National Calendar where the sole funding source is the NE-TF1 Cooperative Agreement.

There is no hourly compensation authorized for travel time for compensated activities. Refer to the NE-TF1 Travel Policy regarding compensation for personal vehicles used for travel to or from task force activities.. Personal vehicle accidents are not eligible for reimbursement in any manner.