

**Nebraska Task Force 1 – Management Policy**  
NE-TF1 Member Compensation (MP 1000.24)

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Owner: BC Brad Thavenet

Effective Date: 06/16/2020

**Purpose**

To provide a guideline for compensation for the members of Nebraska Task Force 1 (NE-TF1).

**Policy**

NE-TF1 follows established federal guidelines to correctly document compensation eligible hours and utilizes standard payroll practices to execute compensation for its members.

**Considerations**

Personnel who become members of NE-TF1 do so voluntarily. It is understood that that some of the activities associated with NE-TF1 may not be eligible for compensation. Examples of this include proficiency and required annual training.

**Duty Status**

NE-TF1's members be in a good physical condition and health status as required of an NE-TF1 activity. This includes activities limited by their duty status from the Sponsoring Agency (SA) or Participating Agency (PA) and/or a physical examination provided by NE-TF1. NE-TF1 considers the member's status with their agency as their status with NE-TF1. I.E. if a member is on injury or sick leave from their agency, they are considered the same status with NE-TF1. A member on a limited duty status (not limited to those above) is not eligible for deployment or compensation from NE-TF1 for deployment related activities.

**Compensation Reporting**

FEMA has provided NE-TF1 with a spreadsheet based electronic reporting format that is used to track all hourly compensation for deployment. Members engaged in warehouse duties, maintenance, meetings, and other activities approved by the Program Manager (PM) can be compensated for the time, depending on the status. This is further defined in MP 1000.12. Compensated activities are tracked on the NE-TF1 hourly time record form, as shown on the [NE-TF1 website](#). It is the responsibility of the member to submit this form and ensure its accuracy. Time reporting for members of a PA shall be in accordance with mutually agreed upon established procedures.

**Deployment Compensation**

The members of NE-TF1 become federalized upon deployment. Once federalized, NE-TF1's members are covered by the federal Department of Labor and/or the FEMA US&R federal rule procedures for pay and/or any personal injuries. NE-TF1 members will begin to accrue pay from the time they are authorized to mobilize. This is typically the time they sign the record at the NE-TF1 point of departure. Members who reside more than 100 miles from the point of departure are eligible to report mileage expenses. See MP 1000.26 for further details regarding travel expenses and reimbursement for travel.

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- Hourly pay/benefits for an activated/deployed member shall be the same as their standard hourly rate by their employer, during the hours they would normally be on-duty, unless otherwise negotiated.
- The member shall be compensated based upon their current employment agreement/union contract for those hours worked beyond standard on-duty hours. This is the base rate of pay as established by their employer unless covered under a Memorandum of Agreement or Compensation Rate Agreement.
- Members of NE-F1 are compensated for every hour they are considered as deployed.

### **Backfill**

NE-TF1 considers backfill as the action of hiring duty personnel to act in place of any deployed personnel. Those members are compensated based upon standard payroll procedures of the agency. Backfill is authorized on a position for position, or equal rank basis. Differential pay is authorized for those who backfill that receive a higher pay scale than the activated member of NE-TF1, within the same position rank or classification. It shall be reported to NE-TF1 if backfill personnel are compensated at a lower rate than the backfill compensation rate NE-TF1 provides. Compensation is provided for backfill staffing upon completion of a payroll report.

### **Other Expenses**

If a member encounters reimbursable personal expenses, they shall utilize the NE-TF1 expense report for this purpose. Additional documentation may be required or requested by the Program Manager (PM) for submission if the reimbursement is required due to the loss or damage of personal property during deployment. To be considered for reimbursement, documentation of loss or damage to personal items must occur during the demobilization process and prior to being released from duty from NE-TF1.

*Note: Personal electronic devices not limited to phones are not eligible for reimbursement if damaged.*

### **Reimbursement to PAs**

PAs shall compensate their personnel per their standard payroll practices. NE-TF1 shall reimburse PAs upon receipt of a correctly completed payroll report accompanied by a reimbursement request. The request shall be in the form of an invoice that is submitted with the payroll report to the administrative staff of NE-TF1.

### **Administration Costs**

Upon deployment, a portion of costs are authorized to reimburse administrative activities related to the deployment. This can include but is not limited to personnel time utilized to track and document payroll records, and time utilized to execute backfill staffing procedures.