Securing the Cities San Francisco Bay Area Overtime / Backfill Reimbursement Form

- **Overtime/Backfill Request for Reimbursement must be pre-approved by STC SFBA Program Office.**
- **Documentation must be in compliance with 2 CFR § 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the Notice of Funding Opportunity for the STC program.**

Directions:
- Submit <u>completed</u> form to the STC SFBA Program Office for approval.
- Approval/Disapproval will be returned to you within 10 working days.
- Upon completion of a training course student is required to submit completed form to their home agency. Reimbursement will be handled at an organizational level between financial staff preferably invoices will include batches of students, not individuals.

Start Date of Course: _____

Name of Course: _____

Location: _____

Name: _____Title/Rank: _____

Agency: _____

Street Address: _____

City: _____State: _____Zip Code: _____

Telephone: _____Email: _____

Agency Representative Name: _____Date: _____

Agency Representative Signature: _____

Estimated cost to STC SFBA (hourly rate x course hours): _____

Estimated travel cost (air travel, mileage, parking, lodging, meals): _____

Estimated total cost: _____

For STC SFBA Program Office use only (matthew.devine@sfgov.org)

STC SFBA has **Approved / Disapproved** for reimbursement to member's agency for:

Other Instructions _____

Name_____Position_____

Signature_____Date_____

A copy of this form is required to be submitted with invoice for reimbursement by participating agencies to Bay Area UASI - STC Program at 1663 Mission Street, San Francisco, CA 94103.

<u>Descriptions:</u>

1. **Travel Costs** includes all approved, reasonable, proper, and necessary travel expenses incurred while participating in training/exercise. It is policy that all travel be conducted in the least expensive manner.

2. **Overtime** is used for a student's attendance at class that is above and beyond the participants regular schedule requirement.

3. **Backfill** occurs when a student's vacancy in a position at work requires staffing and a replacement employee fills the vacancy. The replacement employee would be receiving the overtime while the student is on straight pay.

4. **Hourly Rate** including benefits directly tied to overtime:

   - Using current actual salaries, calculate the salary hourly rate per classification including all specialty and incentive pay that is directly tied to each overtime hour worked, or costs necessary for compliance with the Fair Labor Standards Act (FLSA) or local Memorandum of Agreements (MOAs).

   - To be included in the Salary Rate calculation, incentive and specialty pay benefits must be paid for each hour of overtime worked. This may include, but not be limited to, emergency medical technician, hazardous materials, paramedic, education, urban search and rescue, and longevity pay, depending upon the method used to apply these payments.

   - Other costs which may be tied to actual overtime hours worked would include FICA and Medicare.

   Benefits typically not earned or tied to actual overtime hours worked would include retirement, health insurance and merit pay. These costs may not be included in the Salary Rate calculation.

5. Request for reimbursement shall be supported by payroll documentation showing payment of overtime and other fringes such as payroll distribution reports and/or paystubs.