

Overtime and Backfill Reimbursement Request Instructions

Process

1. Obtain written **PRE-APPROVAL** from your Chief/department to incur overtime during the grant-funded Exercise/Training
2. Sign in/out on the Event Sign-In Sheet for each event session
3. Attend and complete the grant-funded Exercise/Training
4. Complete and submit the application for reimbursement, before the deadline, along with the following documents:
 - a. Proof of pre-approved overtime for the Exercise/Training
 - b. Official Timesheet that displays number of overtime hours
 - c. Proof of requested overtime rate
 - d. Proof of requested overtime payment (paystub/fiscal report); **Cannot be reimbursed for banked or comp time**
 - e. Supporting documentation verifying the employer's/city's share of the requested Retirement and Medicare

Please provide these supporting documents along with the Application duly signed by the signing authority. If we do not receive the supporting documentation reimbursement cannot be processed.

Reminders

1. Only costs incurred by the employer/city are allowable for reimbursement
2. Regardless of city policy, no banked hour(s) will be reimbursed
3. Reimbursement is available for only full-time personnel—participant or backfill. No part-time hours are reimbursable
4. **Reimbursement only eligible for the scheduled start and end time of the event** (event is 8:00 am–5:00 pm,[USAR Shift 2 5:00 pm – 1:00 am] cannot request reimbursement for 7:45 am–5:15 pm). Maximum reimbursable hours per participant will be identified in the Memo as per event

Once verified by the County, we will submit your request to the Ohio Emergency Management Agency for approval. Once this approval is received, we will issue the reimbursement check to your municipality.