

Chapter 30. Reimbursement of Emergency Response Deployment¹

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Subchapter A. General Interpretative Provisions of Chapter

30.001 Authority

The Commissioners Court acting in its capacity as the governing body of Travis County adopts this chapter under the authority of the laws of Texas.

30.002 Reimbursement of Emergency Response Deployment Policy

This chapter is known as the “Reimbursement of Emergency Response Deployment Policy” or “Policy.” The terms “chapter” and “policy” may be used interchangeably.

30.003 Purpose of Chapter

- (a) As a community partner, the County provides resources from time to time in support of regional, statewide, and national level mutual aid assistance for emergencies. This is accomplished through a variety of programs with varying requirements to receive reimbursement.
- (a) The purpose of this Policy is to standardize and outline the process for emergency response deployments and, if applicable, seek reimbursement of the County’s resources (for personnel, equipment, and administrative overhead) in support of emergency response deployments conducted at the formal written request of the State of Texas.

¹ Chapter 30. Reimbursement of Emergency Response Deployment adopted 9/24/2024, Item 6.

- (c) This Policy may be implemented in the event of certain emergency events including, but not limited to floods, tornados, wildfire, winter storms, earthquake, pandemic illness, Acts of God, nuclear, chemical and biological emergencies, terrorist attack(s), or any other emergency or disaster declared by a federal, state or local authority.

30.004 Application of Policy

- (a) This Policies applies to:
 - (1) Emergency deployments at the request of the State.
 - (2) County employees, except temporary employees, who are requested to engage in emergency deployments under a variety of programs at the request of the State. Any military leave related to a disaster shall be subject to Chapter 110.041, taking precedence over this Policy.
- (b) Local mutual aid response provided through interlocal agreements for a short duration that may not result in cost recovery or reimbursement is not subject to this Policy.

30.005 Effective Date

This chapter is effective upon adoption by the Commissioners Court.

30.006 Administration of this Chapter

This Policy will be administered by Emergency Services in conjunction with the affected departments. Non-conformance of this Policy can result in the County's inability to be reimbursed.

[30.007 to 30.011 Reserved for Expansion]

Subchapter B. Reimbursement Related to Employee Pay

30.012 Limitations of Emergency Response Deployment

Deployment outside the State of Texas may not be permissible. Departments are required to check with the Auditor's Office prior to proceeding.

30.013 Failure to Comply with this Chapter

For the personnel deployed, failure to comply with the Policy, including but not limited to failure to maintain accurate records of days of deployment, times of deployment, receipts for reimbursement, and failure to comply with any other written requirement provided to the employee, may result in exclusion from participation in future deployments.

30.014 Responsibility of Emergency Services Finance Point of Contact

Emergency Services Finance Point of Contact (POC) will review reimbursement request documentation for completeness and compliance with applicable requirements.

30.015 Responsibility of Departments

- (a) Each Department providing individual employees or other resources to be deployed will notify Payroll and Emergency Services at the start of any deployment.
- (b) Upon an individual employee's demobilization and return to the County, the County Executive, Elected, or Appointed Official (or designee) will review the individual employee's final documentation for completeness and accuracy. Once completed, all reimbursement documentation will be sent to the Emergency Services point of contact (POC) for review and submission to the appropriate program for reimbursement.
- (c) Each Department shall identify a Deployment Supervisor for each deployment.

30.016 Responsibility of Employee Supervisors

- (a) Supervisors are responsible for ensuring all deployment hours are entered correctly and approved in SAP in a timely manner to ensure accurate and appropriate payment to the employee. Accurate work hours entered on timesheets (up to 24 hours for each deployed day) is required for both exempt and non-exempt employees who have been deployed.
- (b) Supervisors are responsible for identifying the requirements of each deployment and communicating and providing those requirements to each employee prior to deployment.
- (c) Supervisors shall communicate with Travis County Emergency Services to identify the requirements of each deployment.
- (d) Supervisors shall review and timely submit the employee's deployment documentation to the County Executive, Elected, or Appointed Official's office.

30.017 Responsibility of Employees

- (a) Individual employees are responsible for obtaining approval from their County Executive, Elected, or Appointed Official (or designee) prior to accepting an assignment of deployment.
- (b) Individual employees are responsible for communicating with the employee's Supervisor as described in this chapter, gathering information and documentation required by their deployment program, entering the time code assigned for the deployment, and ensuring timely submissions of documents for County to seek reimbursement.

- (c) All required deployment reimbursement documentation as set out in the deployment documents required by the County is to be timely submitted to the County Deployment Supervisor in charge of the deployment for review.