

ARTICLE 12 – ALLOWANCES AND REIMBURSEMENTS

12.1 Business and Travel Expenses

The parties agree during the term of this contract that the State shall implement the Business and Travel Expense provisions set forth in the attached Appendix S - 12.1 Business and Travel Expenses. This implementation will allow for the planned conversion of the business and travel expense reimbursement program to one that includes adopting the federal standard meal and incidental expense rate and lodging rates established by the General Services Administration (GSA). The business and travel reimbursement program as set forth in Appendix S 12.1 Business and Travel Expenses shall become operative as follows:

Appendix S - Effective upon the implementation date provided by the State to SEIU, as determined by the State, Appendix S - 12.1 Business and Travel Expenses shall be operative and replaces the language contained below.

During the term of this agreement, the parties agree that the State may apply any future changes to the business and travel expense reimbursement program for excluded employees to BU 1, 3, 4, 11, 14, 15, 17, 20 and 21 employees.

The State agrees to reimburse employees for actual, necessary and appropriate business expenses and travel expenses incurred fifty (50) miles or more from home and headquarters, in accordance with existing CalHR rules and as set forth below. Lodging and/or meals provided by the State or included in hotel expenses or conference/registration fees or in transportation costs such as airline tickets or otherwise provided shall not be claimed for reimbursement. Employees who are unable to consume meal(s) provided by the State or included in hotel expenses or conference/registration fees because of time constraints or other considerations may be reimbursed provided an alternate meal was purchased, in accordance with the rates established

in section (A)(1) of this Article. Each item of expenses of \$25 or more requires a receipt; receipts may be required for items of expense that are less than \$25. When receipts are not required to be submitted with the claim, it is the employee's responsibility to maintain receipts and records of the employee's actual expenses and make them available for audit upon request by the employee's department, state control agencies and/or the Internal Revenue Service (IRS). Each State agency shall determine the necessity for travel and the mode of travel to be reimbursed.

- A. Meals/Incidentals: Meal expenses for breakfast, lunch, and dinner will be reimbursed in the amount of actual expenses up to the agreed upon maximums. Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of the actual expense. CalHR must comply with current IRS definition of "incidentals". The IRS definition of "incidentals" includes fees and tips for porters, baggage carriers, and hotel staff. It does not include expenses for laundry, cleaning and pressing of clothing, taxicab fares, lodging taxes or the cost of telegrams or telephone calls.

1. Rates – Actual meal/incidental expenses incurred will be reimbursed in accordance with the maximum rates and time frame requirements outlined below:

Breakfast up to \$7.00

Lunch up to \$11.00

Dinner up to \$23.00

Incidentals up to \$5.00

Total up to \$46.00 (Every full 24 hours of travel)

2. Time Frames - For continuous short-term travel of more than twenty-four (24) hours but less than thirty-one (31) days, the employee will be reimbursed for actual costs up to the maximum for each meal, incidental, and lodging expense for each complete twenty-four (24) hours of travel, beginning with the traveler's time of departure and return as follows:
 - a. On the first day of travel on a trip of more than twenty-four (24) hours:

Trip begins at or before 6 a.m. breakfast may be claimed

Trip begins at or before 11 a.m. lunch may be claimed

Trip begins at or before 5 p.m. dinner may be claimed
 - b. On the fractional day of travel at the end of a trip of more than twenty-four (24) hours:

Trip ends at or after 8 a.m. breakfast may be claimed

Trip ends at or after 2 p.m. lunch may be claimed

Trip ends at or after 7 p.m. dinner may be claimed

If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24) hour period.
 - c. For continuous travel of less than twenty-four (24) hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

Travel begins at or before 6 a.m. and ends at or after 9 a.m. breakfast may be claimed

Travel begins at or before 4 p.m. and ends at or after 7 p.m. dinner may be claimed

If the trip extends overnight, receipted lodging may be claimed. No lunch or incidentals may be claimed on a trip of less than twenty-four (24) hours.

- B. Lodging: All lodging reimbursement requires a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. No lodging will be reimbursed without a valid receipt.
1. Statewide, in all locations not listed in c. below, for receipted lodging while on travel status to conduct State business: With a lodging receipt: Actual lodging up to \$90 plus applicable taxes and mandatory fees.
 2. When employees are required to conduct State business and obtain lodging in the counties identified below, reimbursement will be for actual receipted lodging up to the below identified maximums, plus applicable taxes and mandatory fees.

County	Lodging Rate
All counties except those listed below	\$90
Sacramento, Napa, Riverside	\$95
Marin	\$110
Los Angeles, Orange, Ventura & Edwards AFB, excluding the city of Santa Monica	\$120
San Diego, Monterey County	\$125
Alameda, San Mateo, Santa Clara	\$140
City of Santa Monica	\$150
San Francisco	\$250

Reimbursement of lodging expenses in excess of specified amounts, excluding taxes requires advance written approval from CalHR. CalHR may delegate approval authority to departmental appointing powers or increase the lodging maximum rate for the geographical area and period of time deemed necessary to meet the needs of the State. An employee may not claim lodging, meal, or incidental expenses within fifty (50) miles of the employee's home or headquarters.

- C. Long-term Travel: Actual expenses for long term meals and receipted lodging will be reimbursed when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor. The supervisor must determine prior to the beginning of the assignment if the time away from the home or headquarters area will be more than thirty (30) days, but less than one year, Long Term Assignments (LTA) lasting longer than one year may require the long-term reimbursements to be reported as a fringe benefit.
1. Full Long-term Travel - In order to qualify for full long-term travel reimbursement, the employee on long-term field assignment must meet the following criteria:
 - The employee continues to maintain a permanent residence at the primary headquarters, and
 - The permanent residence is occupied by the employee's dependents, or
 - The permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

The employee on full long-term travel who is living at the long-term location may claim either:

- Reimbursement for actual individual expense, substantiated by receipts, for lodging, water, sewer, gas and electricity, up to a maximum of \$1,130 per calendar month while on the long-term assignment, and actual expenses up to \$10 for meals and incidentals, for each period of twelve (12) to twenty-four (24) hours and up to \$5 for

actual meals and incidentals for each period of less than twelve (12) hours at the long-term location, or

- Long-term subsistence rates of \$24 for actual meals and incidentals and \$24 for receipted lodging for travel of twelve (12) hours up to twenty-four (24) hours; either \$24 for actual meals or \$24 for receipted lodging for travel less than twelve (12) hours when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.
2. An employee on long-term field assignment who does not maintain a separate residence in the headquarters area may claim long-term subsistence rates of up to \$12 for actual meals and incidentals and \$12 for receipted lodging for travel of twelve (12) hours up to twenty-four (24) hours at the long-term location; either \$12 for actual meals or \$12 for receipted lodging for travel less than twelve (12) hours at the long-term location.
 3. Employees, with supervisor's approval, who after completing the work shift remain at the job or LTA location past the Friday twelve (12) hour clock will receive full per diem for Friday. Those staying overnight shall not receive any additional per diem regardless of the Saturday departure time. An employee returning to the temporary residence on Sunday will receive full per diem. This does not change CalHR policy regarding the per diem clock which starts at the beginning of the work shift on Monday. If the normal workweek is other than as stated above, the same principle applies.

The following clarifies CalHR policy regarding an employee leaving the LTA location on personal business:

The reference to leaving the LTA location for personal business and not claiming per diem or transportation expenses assumes that the employee stays overnight at a location other than the long-term accommodations.

- D. Out-of-State Travel: For short-term out-of-state travel, state employees will be reimbursed actual lodging, supported by a receipt, and will be reimbursed for actual meal and incidental expenses in accordance with above. Failure to furnish lodging receipts will limit reimbursement to the meal/incidental rate above. Long-term out-of-state travel will be reimbursed in accordance with the provisions of long-term travel above.
- E. Out of Country Travel: For short-term out of country travel, State employees will be reimbursed actual lodging, substantiated by a receipt, and will be reimbursed actual meals and incidentals up to the maximums published in column (B) of the Maximum Travel per Diem Allowances for Foreign Areas, section 925, U.S. Department of State Standardized Regulations and the meal/incidental breakdown in Federal Travel Regulation Chapter 301, Travel Allowances, Appendix B. Long-term out of country travel will be reimbursed in accordance with the provisions of long-term travel above, or as determined by CalHR.

Subsistence shall be paid in accordance with procedures prescribed by CalHR. It is the responsibility of the individual employee to maintain receipts for the employee's actual meal expenses.

- F. Transportation: Transportation expenses include, but are not limited to, airplane, train, bus, taxi fares, rental cars, parking, mileage reimbursement, and tolls that are reasonably and necessarily incurred as a result of conducting state business. Each state agency shall determine the necessity for travel, and the mode of travel to be reimbursed. Transportation will be accomplished and reimbursed considering both direct expense as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the agency, the officer or employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. Both modes of transportation will be shown on the travel claim.

1. Mileage Reimbursement
 - a. When an employee is authorized by the employee's appointing authority or designee to operate a privately owned vehicle on state business the employee will be allowed to claim and be reimbursed at the Federal Standard Mileage Rate (FSMR). Mileage reimbursement includes all expenses related to the use, and maintenance of the vehicle, including but not limited to gasoline, up-keep, wear and tear, tires, and all insurance including liability, collision and comprehensive coverage; breakdowns, towing and any repairs, and any additional personal expenses that may be incurred by an individual as a result of mechanical breakdown or collision.
 - b. When an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in excess of the employee's normal commute.
 2. Private Aircraft Mileage – When an employee is authorized by the employee's department, reimbursement for the use of the employee's privately owned aircraft on state business shall be at the current FSMR rate per statute mile. Pilot qualifications and insurance requirements will be maintained in accordance with CalHR rule 599.628 and the State Office of Risk and Insurance Management.
 3. Mileage to/from a Common Carrier – When the employee's use of a privately owned vehicle is authorized for travel to or from a common carrier terminal, and the employee's vehicle is not parked at the terminal during the period of absence; the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, while the employee occupies the vehicle. Exception to "whichever is less." If the employee begins travel one hour or more before the employee normally leaves the employee's home, or on a regularly scheduled day off, mileage may be computed from the employee's residence.
- G. Receipts: Receipts shall be submitted for every item of expense of \$25 or more. In addition, receipts are required for every item of transportation and business expense incurred as a result of conducting state business except for actual expenses as follows:
1. Railroad and bus fares of less than \$25 when travel is wholly within the State of California.
 2. Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in this item.
 3. Telephone, fax, or other business charges necessary to state business of \$5 or less.
 4. In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.
 5. Reimbursement will be claimed only for the actual and necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

Appendix S – 12.1 Business and Travel Expenses

The parties agree Appendix S - 12.1 Business and Travel Expenses, below, shall be operative and controlling effective upon the implementation date provided by the State to SEIU, as determined by the State, for this section.

Appendix S replaces the language contained within section 12.1 Business and Travel Expenses.

During the term of this agreement, the State agrees to apply any future changes to the business and travel expense reimbursement program for excluded employees to BU 1, 3, 4, 11, 14,15, 17, 20 and 21 employees.

Appendix S - New Language for 12.1 Business and Travel Expenses

The State agrees to reimburse employees for actual, necessary and appropriate business expenses and travel expenses incurred fifty (50) miles or more from home and headquarters, in accordance with existing Department of Human Resources (CalHR) rules and as set forth below. Lodging and/or meals provided by the State or included in hotel expenses or conference/registration fees or in transportation costs such as airline tickets or otherwise provided shall not be claimed for reimbursement. Employees who are unable to consume meal(s) provided by the State or included in hotel expenses or conferences/registration fees because of time constraints or other considerations such as reasonable accommodation may be reimbursed in accordance with the rates established in section (A)(1) of this article provided an alternate meal was purchased.

Unless otherwise specified, each item of expenses of twenty-five dollars (\$25) or more requires a receipt; receipts may be required for items of expense that are less than twenty-five dollars (\$25). When receipts are not required to be submitted with the claim, it is the employee's responsibility to maintain receipts and records of their actual expenses and make them available for audit upon request by their department, state control agencies and/or the Internal Revenue Service. Each State agency shall determine the necessity for travel and the mode of travel to be reimbursed after leveraging available remote technology such as video and/or phone conference. The State reserves the right to direct employees to use contracted or preferred providers for lodging, transportation and other travel-related services.

When a State agency determines travel is necessary, it shall ensure that:

- Allowable travel expenses are incurred in accordance with state policy, including any applicable travel services contracts, such as airline, rental car, or lodging contracts.
- The mode of travel to be reimbursed is in the best interest of the state.

Normally, an official State business trip begins when the traveler leaves their residence or headquarters, whichever occurs last, and ends when the traveler returns to their residence or headquarters, whichever occurs first.

A. **Meals and Incidentals** - Meal expenses for breakfast, lunch, dinner, and incidentals will be reimbursed in the amount of actual expenses up to the agreed upon maximums. Receipts are not required to claim meal and incidental expenses up to the maximum allowable reimbursement rates specified below unless the State or the employing department requires that receipts be submitted. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed. Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of actual expense. CalHR must comply with current IRS definition of "incidental expenses."

1. **Rates:** Actual meal and incidental expenses incurred while on travel status will be reimbursed in accordance with the maximum rates and time frame requirements outlined below.

For each full twenty-four (24) hours of travel: Up to the federal standard rate for meals and incidental expenses established by the U.S. General Services Administration (GSA).

On the first and last day of travel: Up to 75 percent of the federal standard rate for meals and incidental expenses established by the GSA.

2. **Timeframes:** For continuous short-term travel of more than twenty-four (24) hours but less than thirty-one (31) days, the employee will be reimbursed for actual costs up to the maximum for each meal, and incidental as follows:

a. For each full 24-hour day of travel: As indicated in 12.1.A.1 above.

b. On the fractional day of travel at the beginning of a trip of more than twenty-four (24) hours: Up to 75 percent of the standard federal daily rate for actual expenses.

- c. On the fractional day of travel at the end of a trip of more than twenty-four (24) hours: Up to 75 percent of the standard federal daily rate for actual expenses.

- (1) If the fractional day includes an overnight stay, receipted lodging may be claimed.

- (2) No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.

- d. For continuous travel of less than twenty-four (24) hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

For travel of at least twelve (12) hours up to twenty-four (24) hours: Up to 75 percent of the standard federal daily rate for actual expenses.

For travel of less than twelve (12) hours: No reimbursement may be claimed for meals and incidental expenses.

If the trip extends overnight, receipted lodging may be claimed.

- B. **Lodging:** - All lodging reimbursement requires a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. No lodging will be reimbursed without a valid receipt.

- 1. When employees are required to conduct State business and obtain lodging, reimbursement will be for actual receipted lodging up to the below identified maximums plus applicable taxes and mandatory fees.

For the 48 contiguous states and Washington, D.C. (CONUS): Up to the applicable federal rate established by the U.S. General Services Administration (GSA) for the travel destination.

For certain out-of-state travel (Alaska, Hawaii, U.S. Territories and Possessions): Up to the applicable federal rate established by the Department of Defense (DOD) for the travel destination.

For out-of-country (foreign) travel: Up to the applicable federal rate established by the U.S. Department of State for the travel destination.

- 2. Reimbursement of lodging expenses in excess of specified amounts, excluding taxes requires advance written approval from CalHR. CalHR may delegate approval authority to departmental appointing powers or increase the lodging maximum rate for the geographical area and period of time deemed necessary to meet the needs of the State. An employee may not claim lodging, meal or incidental expenses within fifty (50) miles of their home or headquarters.

- C. **Long-term Travel:** The long-term daily expense rate shall be authorized when a traveler can reasonably be expected to incur expenses in one location comparable to those arising from the use of establishments catering to long-term visitors, and when the traveler is expected to be in one location for 31 or more consecutive days. Actual expenses for long-term meals, incidentals, and receipted lodging will be reimbursed up to the maximum rates provided above in 12.1(A) and (B). Departments and traveling employees should continue to make reasonable efforts to secure lodging that is in the best interest of the state. Such lodging may include contracted or preferred providers, long-term lodging establishments, and non-hotel accommodations such as an apartment or extended stay facility. The supervisor must determine prior to the beginning of the assignment if the time away from home or headquarters area will be more than 30 days, but less than one year. Long Term Assignments (LTA) lasting longer than 1 year may require the long-term reimbursements to be reported as a fringe benefit.

1. **Full Long-term Travel:** In order to qualify for full long-term travel reimbursement, the employee on long-term field assignment must meet the following criteria:
 - a. The employee continues to maintain a permanent residence at the primary headquarters, and
 - b. The permanent residence is occupied by the employee's dependents, or
 - c. The permanent residence is maintained at a net expense to the employee exceeding two hundred dollars (\$200) per month.
2. Employees who, with supervisor's approval, after completing the work shift remain at the job or LTA location past the Friday twelve (12)-hour clock will receive up to the federal standard reimbursement rate for meals and incidental expenses established by the GSA for Friday. Those staying overnight shall not receive any additional reimbursements for meals and incidental expenses regardless of the Saturday departure time. An employee returning to the temporary residence on Sunday will receive up to 75 percent of the federal standard reimbursement rate for meals and incidental expenses established by the GSA. This does not change CalHR policy regarding the meals and incidentals reimbursement clock which starts at the beginning of the work shift on Monday. If the normal workweek is other than as stated above, the same principle applies.

The following clarifies CalHR policy regarding an employee leaving the LTA location on personal business:

Employees who leave the LTA location are not entitled to reimbursement of lodging, meals, incidentals, or transportation costs if they stayed overnight elsewhere.

D. Out-of-State Travel:

For short-term out-of-state travel, State employees will be reimbursed for actual lodging expenses, supported by a receipt, and actual meal and incidental expenses in accordance with the rates provided above in 12.1(A) and (B). Long-term out-of-State travel will be reimbursed in accordance with the provisions of Long-term Travel above.

- E. Out-of-Country Travel:** For short-term out-of-country travel, State employees will be reimbursed actual lodging, substantiated by a receipt, in accordance with the rates provided above in 12.1(B) and will be reimbursed actual meals and incidentals up to the maximums published in column B of the Maximum Travel Per Diem Allowances for Foreign Areas, section 925, U.S. Department of State Standardized Regulations and the meal/incidental breakdown in Federal Travel Regulation Chapter 301, Travel Allowances, Appendix B. Long-term Out of Country travel will be reimbursed in accordance with the provisions of Long-term travel above, or as determined by CalHR.

Reimbursement for lodging, meals and incidentals shall be paid in accordance with procedures prescribed by CalHR. It is the responsibility of the individual employee to maintain receipts for their actual meal expenses.

- F. Transportation:** Transportation expenses include, but are not limited to airplane, train, bus, and taxi fares, rental cars, parking, mileage reimbursement and tolls that are reasonably and necessarily incurred as a result of conducting State business. Each State agency shall determine the method of and necessity for travel. Transportation will be accomplished and reimbursed in accordance with the best interest of the State considering both direct expense as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the agency, the officer or employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. Both modes of transportation will be shown on the travel claim.

1. **Mileage Reimbursement**

When an employee is authorized by their appointing authority or designee to operate a privately owned vehicle on State business the employee will be allowed to claim and be reimbursed at the Federal Standard Mileage Rate (FSMR). Mileage reimbursement includes all expenses related to the use, and maintenance of the vehicle, including but not limited to gasoline, up-keep, wear and tear, tires, and all insurance including liability, collision and comprehensive coverage; breakdowns, towing and any repairs, and any additional personal expenses that may be incurred by an individual as a result of mechanical breakdown or collision.

When an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in excess of their normal commute.

2. **Private Aircraft Mileage** – When an employee is authorized by their department, reimbursement for the use of the employee's privately owned aircraft on State business shall be made at the FSMR rate per statute mile and shall be computed on the basis of the shortest air route from origin to destination. Pilot qualifications and insurance requirements will be maintained in accordance with CalHR rule 599.628 and the State Office of Risk and Insurance Management.
3. **Mileage to/from a common carrier** – When the employee's use of a privately owned vehicle is authorized for travel to or from a common carrier terminal, and the employee's vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, while the employee occupies the vehicle. Exception to "whichever is less": If the employee begins travel one hour or more before they normally leave their home, or on a regularly scheduled day off, mileage may be computed from their residence.

G. **Receipts:** Unless otherwise specified, receipts shall be submitted for every item of expense of twenty-five dollars (\$25) or more. In addition, receipts are required for every item of transportation and business expense incurred as a result of conducting State business except for actual expenses as follows:

1. Railroad and bus fares of less than twenty-five dollars (\$25) when travel is wholly within the State of California.
2. Streetcar, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of ten dollars (\$10.00) or less for each continuous period of parking or each separate transportation expense noted in this item.
3. Telephone, fax or other business charges necessary to State business of five dollars (\$5.00) or less.
4. In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.
5. Reimbursement will be claimed only for the actual and necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

H. During the term of this agreement, the State agrees to apply any future changes to the business and travel expense reimbursement program for excluded employees to BU 1, 3, 4, 11, 14, 15, 17, 20 and 21 employees.

12.2 Moving and Relocation Expenses

Whenever an employee is reasonably required by the State to change the employee's place of residence, the State shall reimburse the employee for approved items in accordance with the lodging, meal, and incidental rates and time frames established in section 12.1, and in accordance with existing requirements, time frames and administrative rules and regulations for reimbursement of relocation expenses that apply to excluded employees.

12.3 Parking Rates

- A. For the term of this Contract, the parties agree that the State may increase parking rates in existing owned, wholly leased or administered lots, in urban congested areas, no more than twenty dollars (\$20) per month above the current rate, charged to employees in specific locations where the employees park. Congested urban areas are areas such as Sacramento, San Francisco Bay, Fresno, Los Angeles, San Bernardino, Riverside, and San Diego areas. Every effort shall be made to provide employees sixty (60) days but no less than thirty (30) days' notice of a parking rate increase. The State shall not increase rates for existing owned or administered parking lots where employees do not currently pay parking fees. Rates at new lots owned, wholly leased or administered by the State will be set at a level comparable to rates charged for similar lots in the area of the new lot, e.g., rates for open lots shall be compared to rates for open lots, rates for covered parking shall be compared to rates for covered parking. This Article does not apply to parking spaces leased in parking lots owned or administered by private vendors.
- B. The State shall continue a system for employees where parking fees may be paid with pre-tax dollars.

12.4 Commute Program

- A. Mass Transit

Effective the first day of the pay period following ratification by both parties, employees working in areas served by mass transit, including rail, bus, or other commercial transportation licensed for public conveyance shall be eligible for a one hundred percent (100%) discount on public transit passes sold by State agencies up to the current monthly exclusion amount provided by the Internal Revenue Service (IRS). Employees who purchase public transit passes on the employee's own shall be eligible for a one hundred percent (100%) reimbursement up to the current monthly exclusion amount provided by the IRS. The combined maximum allowable monthly exclusion amount for employees who are eligible to claim both mass transit and vanpool shall not exceed the current combined IRS maximum monthly exclusion amount. This shall not be considered compensation for purposes of retirement contributions. The State may establish and implement procedures and eligibility criteria for the administration of this benefit including required receipts and certification of expenses.

- B. Vanpool

Effective the first day of the pay period following ratification by both parties, employees riding in vanpools or driving vanpools shall be eligible for a one hundred percent (100%) reimbursement of the monthly fee up to the current monthly exclusion amount provided by the IRS. The combined maximum allowable monthly exclusion amount for employees who are eligible to claim both mass transit and vanpool shall not exceed the current combined IRS maximum monthly exclusion amount. This shall not be considered compensation for purposes of retirement. A vanpool must, at a minimum, meet the definition of a "commuter highway vehicle" in Internal Revenue Code section 132(f), including seating capacity requirements. The State may establish and implement procedures and eligibility criteria for the administration of this benefit.

C. Mass Transit and Vanpool

Effective the first day of the pay period following ratification by both parties, employees headquartered out of State shall receive reimbursement for qualified public transportation and vanpool expenses for one hundred percent (100%) of the cost up to the current monthly exclusion amount provided by the IRS. The combined maximum allowable monthly exclusion amount for employees who are eligible to claim both mass transit and vanpool shall not exceed the current combined IRS maximum monthly exclusion amount. The appointing power may establish and implement procedures regarding the certification of expenses.

D. Bicycle Commuter Program

The Program is a taxable benefit administered by CalHR. This benefit is voluntarily provided by the State of California and encourages active state employees to consider bicycle commuting as a means of active transportation to and from the employee's residences and places of employment. The Program promotes health and wellness and sustainable commuting practices by encouraging employees to use bicycles as their primary means of commuting.

Eligible employees who regularly commute by bicycle during a substantial portion of a calendar month may submit claims in accordance with current state policy (HR Manual section 1425 – Bicycle Commuter Program).

12.5 Transportation Incentives

- A. The State and Union agree that the State shall encourage employees to use alternate means of transportation to commute to and from work in order to reduce traffic congestion and improve air quality.
- B. Notwithstanding any other provision of this Contract, the Union agrees that the State may implement new policies or change existing ones in areas such as transit subsidies, vanpool/carpool incentives, walking/biking incentives, parking, parking fees, hours of work, and other actions to meet the goals of transportation incentives. The State agrees to notice and meet and confer regarding the impact of such new or changed policies.
- C. The State shall entertain recommendations from the Union and meet if requested on ways to encourage the use of alternative forms of transportation.

12.6.17 Alternate Transportation (Unit 17)

The State will determine the appropriate means of transportation when Unit 17 employees are required to travel in the performance of the employee's job duties. The State shall authorize transportation that is different than what was determined to be appropriate, provided:

- A. The employee submits a written request to the department at least seventy-two (72) hours prior to the travel;
- B. The department approves the request;
- C. The employee waives any overtime credits that could result from the use of alternate transportation; and
- D. The employee will bear the difference of all expenses and time that may be incurred due to the use of alternate transportation.

12.7 State Owned Housing

The State will adopt the standards for habitability consistent with California Civil Code sections 1941 and 1941.1 and the Department of Consumer Affairs' Outline: Landlords' and Tenants' Responsibilities for

Habitability and Repairs (Legal Guide LT-8). The appointing authority agrees to inspect the premises prior to employees moving into the premises. For employees currently in residence in State owned housing, the appointing authority will take steps to make necessary repairs and improvements within a reasonable time. The appointing authority reserves the discretion to prioritize the order of repair to its housing.

A. Housing

Annually, current rental rates for all types of State owned employee housing, including trailers and/or trailer pads, may be increased by the State as follows:

1. Where employees are currently paying rent, the State may raise such rates up to twenty-five percent (25%) each year.
2. During the term of this Contract, where no rent is being charged, the State may raise rents up to seventy-five dollars (\$75) per month, or when an employee vacates State owned housing, including trailers and/or trailer pads, the State may raise rents for such housing up to the fair market value.
3. Employee rental of State owned housing shall not ordinarily be a condition of employment. In any instance after July 1, 1989 and annually thereafter, where rental of State housing is made a condition of employment, the State may charge the employee ten percent (10%) less than the regular rate of rent.
4. Employees renting State owned housing occupy them at the discretion of the State employer. If the State decides to vacate a State owned housing unit currently occupied by a State employee, it shall give the employee a minimum of thirty (30) days advance notice.

B. Utilities

Annually, current utility charges for all types of State owned employee housing, including trailers and/or trailer pads, may be increased by the State as follows:

1. Where employees are currently paying utility rates to the State, the State may raise such rates up to eight percent (8%) each year.
2. Where no utilities are being charged, the State may impose such charges consistent with its costs.
3. Where utilities are individually metered to State owned housing units, the employee shall assume all responsibility for payment of such utility rates, and any increases imposed by the utility company.

C. Notwithstanding any of the above, the Department of Fish and Wildlife (DFW) will meet and confer with Union representatives prior to the implementation of rental increases. The Department will meet and confer over any amount of necessary increases, the implementation dates, and the necessity for the increase.

D. The DFW is committed to improving the quality of State owned housing under its jurisdiction. To that end, the Department will seek funding authority for maintenance and improvement of Department-owned housing.

This subsection is not subject to the provisions of Article 6 of this Contract.

E. Possessory Interest Taxes – Department of Fish and Wildlife (Unit 11)

1. Reimbursement for Possessory Interest Taxes

The DFW will directly pay the possessory interest taxes for Unit 11 employees who occupy

Department-owned housing for the employee's payment of possessory interest taxes, where assessed. The employee shall follow Department procedures and submit any possessory interest tax bills to the Department as soon as the possessory interest tax bills are received by the employee.

2. Working Condition Fringe Benefit Exception

- a. This subsection E (2) shall apply to employees whose residency in State owned housing satisfies the criteria for the working condition fringe benefit exception found in tax laws.
 - b. Possessory interest reimbursement provided by the DFW shall not be reported to the SCO as income subject to taxation and other withholdings when an employee completes required forms and submits them to the DFW by the date management specifies. The DFW shall not be responsible for erroneous reporting of reimbursements as income if the employee fails to utilize the required form and/or procedures developed by the Department for this purpose.
 - c. The decision about which employees qualify for the working condition fringe benefit exception shall not be subject to the grievance and arbitration provisions of this Contract.
- F. Where employees are currently residing in State owned housing as a condition of employment, rental rates will not be raised by the appointing authority until it has demonstrated to CalHR that necessary repairs and improvements have been made to satisfy the standards for habitability that are consistent with Civil Code section 1941 and 1941.1. On a case-by-case basis, the appointing authority shall determine the new Fair Market Value following the completion of repairs and improvements of each State owned housing property. With CalHR's approval, the appointing authority may raise employee rents up to twenty-five percent (25%) each year for such housing until the Fair Market Value has been realized.

12.8 Overtime Meal Benefits and Allowances – CDCR/CCHCS (Excludes Units 17 and 21)

- A. Overtime meal allowances will be granted when an employee is required to work at least two (2) hours contiguous to the employee's regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance when required to work two (2) hours contiguous to such a work shift. If the employee is required to work for more extended periods of time, the employee may be allowed an additional meal allowance for each additional six (6) hour period of assigned work. No more than three (3) overtime meal allowances will be claimed during any twenty-four (24) hour period.
- B. With the exception of employees whose work hours are recorded in an automated scheduling system, employees who meet the above criteria shall be provided an overtime meal ticket (local form) on the day it is earned. The date and time of issue will be recorded on the ticket.
- C. Employees who are on travel status, and are being reimbursed under the business and travel portion of this Contract, will not receive a meal at State expense nor be reimbursed for an overtime meal under the provisions of this section.
- D. If there is a snack bar or other dining facilities for employees, the value of the meal ticket at the institution snack bar or employee dining room shall be established by management. The value will be sufficient to purchase a complete hot meal. If used to purchase a meal, the meal will constitute full and complete reimbursement. The employee may use the meal ticket as provided in 1 and 2 below:

1. If the employee chooses to use the assigned meal ticket at the employees' snack bar or dining room, the employee must use it within a ninety (90) day period of the time recorded on the meal ticket. If used to purchase a meal, the meal itself will constitute full and complete reimbursement. If the employee does not purchase a meal, the employee may follow the procedure as outlined in 2 below;
 2. Employees requesting reimbursement under this option will receive eight dollars (\$8), regardless of the value assigned to the meal ticket by local management;
 3. Employees in assignments which do not allow the State to provide a meal ticket shall be provided alternative methods, determined by the State, to receive the eight dollars (\$8) reimbursement for overtime meal allowances earned.
- E. Meal tickets held prior to the signing of this Contract shall be cashed out in accordance with this section.
- F. Within twelve (12) months of ratification by both parties, for those employees whose work hours are recorded in an automated scheduling system, the overtime meal allowance(s) will be automatically calculated and reimbursed by the work hours recorded in the automated scheduling system. Employees will receive a separate check for the meal allowances for the qualifying time worked in the prior pay period. Employees not in an automated scheduling system, who are entitled to a meal allowance, shall submit for reimbursement utilizing the local submission process.

12.8.21 Overtime Meals - Work Week Group 2 (Unit 21)

When a Unit 21, WWG 2 employee is required to work overtime, the employee may be furnished with a meal or provided an overtime meal allowance of up to eight dollars (\$8). Receipts may be required. To be eligible for the meal or the allowance, the employee must be required to report to work at least two (2) hours prior to or be required to remain at least two (2) hours past the employee's regularly scheduled work day. No more than three (3) overtime meal allowances may be claimed during any twenty-four (24) hour period.

12.9.1 Overtime Meal Allowance (Unit 1)

Eight dollars (\$8) may be reimbursed for an overtime meal. An overtime meal allowance of eight dollars (\$8) will only be provided when an employee is required to work two (2) hours contiguous to the employee's regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance of eight dollars (\$8) when required to work two (2) hours contiguous to such a work shift.

12.9.3 Overtime Meal Allowance (Unit 3)

- A. Eight dollars (\$8) may be reimbursed for an overtime meal. An overtime meal allowance of eight dollars (\$8) will only be provided when an employee is required to work two (2) hours contiguous to the employee's regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance of eight dollars (\$8) when required to work two (2) hours contiguous to such a work shift.
- B. No overtime meal allowance will be paid to an employee working overtime on a regular day off or holiday unless the employee works two (2) or more hours in excess of the number of hours worked on the employee's regularly scheduled workdays.

12.9.4 Overtime Meal Allowance (Unit 4)

- A. Eight dollars (\$8) may be reimbursed for an overtime meal. An overtime meal allowance of eight dollars (\$8) will only be provided when an employee is required to work two (2) hours contiguous to the employee's regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance of eight dollars (\$8) when required to work two (2) hours contiguous to such a work shift.

- B. No overtime meal allowance will be paid to an employee working overtime on a regular day off or holiday unless the employee works two (2) or more hours in excess of the number of hours worked on the employee's regularly scheduled workdays.

12.9.11 Overtime Meal Allowance (Unit 11)

- A. Eight dollars (\$8) may be reimbursed for an overtime meal. An overtime meal allowance of eight dollars (\$8) will only be provided when an employee is required to work two (2) hours contiguous to the employee's regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance of eight dollars (\$8) when required to work two (2) hours contiguous to such a work shift.
- B. No overtime meal allowance will be paid to an employee working overtime on a regular day off or holiday unless the employee works two (2) or more hours in excess of the number of hours worked on the employee's regularly scheduled workdays.

12.9.14 Overtime Meal Allowance (Unit 14)

- A. Eight dollars (\$8) may be reimbursed for an overtime meal. An overtime meal allowance of eight dollars (\$8) will only be provided when an employee is required to work two (2) hours contiguous to the employee's regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance of eight dollars (\$8) when required to work two (2) hours contiguous to such a work shift.
- B. No overtime meal allowance will be paid to an employee working overtime on a regular day off or holiday unless the employee works two (2) or more hours in excess of the number of hours worked on the employee's regularly scheduled workdays.

12.9.15 Overtime Meal Allowance (Excluding CDCR and CCHCS) (Unit 15)

Eight dollars (\$8) may be reimbursed for an overtime meal. An overtime meal allowance of eight dollars (\$8) will only be provided when an employee is required to work two (2) hours contiguous to the employee's regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance of eight dollars (\$8) when required to work two (2) hours contiguous to such a work shift.

12.9.17 Overtime Meals Allowance (Unit 17)

- A. When a Unit 17 employee is required to work overtime, management will provide employees with a meal allowance, a meal ticket or a complete meal. Should management be unable to provide a complete meal, a meal allowance or ticket of eight dollars (\$8) will be provided.
- B. To be eligible for the overtime meal allowance, or ticket, the employee must be required to report to work at least two (2) hours prior to or be required to remain at least two (2) hours past the employee's regularly scheduled workday. No more than three (3) overtime meals allowances, or tickets may be claimed during any twenty-four (24) hour period.
 - 1. Employees who are provided an overtime meal allowance ticket shall receive the ticket on the day it is earned. The date and time issued shall be recorded on the overtime meal allowance ticket.
 - 2. Employees who are provided an allowance/ticket may receive reimbursement for the receipt/ticket by attaching the receipt/ticket to a State Overtime form. To receive reimbursement, receipt/tickets must be submitted within ninety (90) calendar days of the date the overtime meal was authorized.

C. Overtime Meal Allowances – CDCR

1. Overtime meal allowances or tickets will be earned when an employee is required to work at least two (2) consecutive hours prior to or two (2) consecutive hours after the regular work shift. If the employee is required to work for more extended periods of time, the employee shall earn an additional meal allowance, or ticket for each additional six (6) hour period of assigned work. No more than three (3) overtime meal allowances or tickets will be claimed during any twenty-four (24) hour period.
2. With the exception of employees whose work hours are recorded in an automated scheduling system, Unit 17 employees who meet the above criteria shall be provided an overtime meal ticket (local form) on the day it is earned. The date and time of issue will be recorded on the ticket. The monetary value of each ticket, meal, or allowance shall be eight dollars (\$8).
3. Employees who are on travel status, and are being reimbursed under the business and travel portion of this Contract, will not receive a meal at State expense nor be reimbursed for an overtime meal under the provision of this section.
4. The employee may use the meal ticket as provided in a and b below:
 - a. If there is a snack bar or other dining facilities, the employee may chooses to use the assigned meal ticket within ninety (90) days of the date recorded on the meal ticket. If used to purchase a meal, the meal itself will constitute full and complete reimbursement. The value of the ticket at the facilities' snack bar or other dining facilities shall be eight dollars (\$8) but may be higher after consultations between management and the local Unit 17 steward in order that the reimbursement is sufficient to purchase a complete hot meal. If the employee does not purchase a meal, the employee may follow the procedures as outlined in b below.
 - b. Employees issued meal tickets may receive reimbursement for the meal ticket by attaching the ticket(s) to a State Travel Expense Claim form and submitting it for payment within ninety (90) days of the issue date. Employees requesting reimbursement under this option will receive eight dollars (\$8), regardless of the value assigned to the meal ticket by local management.
5. Employees in assignments which do not allow the State to provide a meal ticket shall be provided alternative methods, determined by the State, to receive the eight dollars (\$8) reimbursement for each overtime meal allowance earned.

- D. Within twelve (12) months of ratification by both parties, for those employees whose work hours are recorded in an automated scheduling system, the overtime meal allowance(s) will be automatically calculated and reimbursed by the work hours recorded in the automated scheduling system. Employees will receive a separate check for the meal allowances for the qualifying time worked in the prior pay period. Employees not in an automated scheduling system, who are entitled to a meal allowance, shall submit for reimbursement utilizing the local submission process.

E. Overtime Meal Allowance – CalVet

1. When a Unit 17 CalVet employee is required to work overtime, management will provide an overtime meal ticket that may be used to purchase a hot meal or be submitted to receive an overtime meal allowance of eight dollars (\$8).
2. To be eligible for the overtime meal ticket or overtime meal allowance, the employee must be required to report to work at least two (2) hours prior to or be required to remain at least two (2) hours past the employee's regularly scheduled work shift. Employees who are provided an overtime meal ticket shall receive the ticket on the day it is earned. The date and time issued shall be recorded on the overtime meal ticket.

3. An employee may use the overtime meal ticket as provided in a and b below:
 - a. The overtime meal ticket may be used to purchase a complete hot meal at the Home's dining room. The value of the overtime meal ticket shall be established by local management. The value of the overtime meal ticket shall be sufficient to purchase a complete hot meal. If the overtime meal ticket is used to purchase a meal, the employee must use it within ninety (90) days of the issue date. If the overtime meal ticket is used to purchase a meal, the meal will constitute full and complete reimbursement. If the employee does not use the overtime meal ticket to purchase a meal, the employee may submit the ticket for reimbursement as outlined in b below.
 - b. Overtime meal tickets that are not used to purchase a meal may be submitted for reimbursement by submitting the tickets through CalATERS Global. Overtime meal tickets must be submitted for payment within ninety (90) days of the issue date. Employees requesting reimbursement under this option will receive eight dollars (\$8) per ticket, regardless of the value assigned to the overtime meal ticket by local management.
4. Any overtime meal tickets held prior to the effective date of this Contract must be used to purchase a meal or submitted for reimbursement in accordance with this Article.

12.9.20 Overtime Meal Allowance (Unit 20)

- A. Eight dollars (\$8) will be reimbursed for an overtime meal. An overtime meal allowance of eight dollars (\$8) will only be provided when an employee is required to work two (2) hours contiguous to the employee's regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance of eight dollars (\$8) when required to work two (2) hours contiguous to such a work shift. No more than three (3) overtime meal allowances will be claimed during any twenty-four (24) hour period.
- B. Except for Unit 20, no overtime meal allowances will be paid to employees who are working overtime on a regular day off or holiday unless the employee works two (2) or more hours in excess of the number of hours worked on the employee's regularly scheduled workdays.
- C. Overtime Meal Allowance – CalVet
 1. When a Unit 20 CalVet employee is required to work overtime, management will provide an overtime meal ticket that may be used to purchase a hot meal or be submitted to receive an overtime meal allowance of eight dollars (\$8).
 2. To be eligible for the overtime meal ticket or overtime meal allowance, the employee must be required to report to work at least two (2) hours prior to or be required to remain at least two (2) hours past the employee's regularly scheduled work shift. Employees who are provided an overtime meal ticket shall receive the ticket on the day it is earned. The date and time issued shall be recorded on the overtime meal ticket.
 3. An employee may use the overtime meal ticket as provided in a and b below:
 - a. The overtime meal ticket may be used to purchase a complete hot meal at the Home's dining room. The value of the overtime meal ticket shall be established by local management. The value of the overtime meal ticket shall be sufficient to purchase a complete hot meal. If the overtime meal ticket is used to purchase a meal, the employee must use it within ninety (90) days of the issue date. If the overtime meal ticket is used to purchase a meal, the meal will constitute full and complete reimbursement. If the employee does not use the overtime meal ticket to purchase a meal, the employee may submit the ticket for reimbursement as outlined in b below.

- b. Overtime meal tickets that are not used to purchase a meal may be submitted for reimbursement by submitting the tickets through CalATERS Global. Overtime meal tickets must be submitted for payment within ninety (90) days of the issue date. Employees requesting reimbursement under this option will receive eight dollars (\$8) per ticket, regardless of the value assigned to the overtime meal ticket by local management.
- 4. Any overtime meal tickets held prior to the effective date of this Contract must be used to purchase a meal or submitted for reimbursement in accordance with this Article.

12.10 Damaged or Destroyed Personal Property (Excludes Unit 17)

In accordance with established procedures, when requested by an employee, a department may pay the cost of replacing or repairing eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried when damaged in the line of duty without fault of the employee. If the eyeglasses, hearing aids, dentures, watches, or clothes are damaged beyond repair, the department may pay the actual value of such eyeglasses, hearing aids, dentures, watches, or clothing. The value of such eyeglasses, hearing aids, dentures, watches, or clothing shall be determined as of the time of the damage hereto.

12.10.17 Replacement of Damaged Personal Clothing and/or Articles (Unit 17)

- A. Unit 17 employees shall be reimbursed for personal clothing and/or articles which are damaged beyond repair during the course of an employee's workday. The State will not reimburse employees for damaged clothing and/or articles if the damage is caused by employee carelessness or negligence. Unit 17 employees shall exercise good judgment in the type and cost of personal clothing and articles worn while performing the employee's duties. The State will provide reimbursement based on original receipts or current value. In both cases, depreciation will be considered in arriving at the reimbursement value of the clothing and/or articles.
- B. This provision shall also apply to items of personal equipment specifically required by the State for the performance of the job.

12.11 Uniform Replacement Allowance (Excludes Units 15 and 20)

- A. When the State requires a uniform to be worn as a condition of employment and does not provide such a uniform, the State shall authorize a uniform replacement allowance based on actual costs substantiated with a receipt for an amount not to exceed six hundred and fifty dollars (\$650) per year. Claims for such reimbursement shall be paid in full to the employee within ninety (90) days of the submission of the receipt.
 - 1. Uniform means outer garments, including footwear, which are required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the design or fashion of the general population. This definition includes items that serve to identify the person, agency, function performed, rank, or time in service.
 - 2. In those cases where the State provides the uniform to be worn, the uniform items provided pursuant to this section are State owned or leased property which will be maintained as the State deems necessary. Employees issued State provided uniform items shall be responsible for loss of or damage to the uniform items other than that incurred as the result of normal wear or through no fault of the employee.
 - 3. In those cases where the State does not provide the uniform to be worn, employees shall be responsible for the purchase of the required uniform as a condition of employment. After an employee has the equivalent of one full year in a permanent position, which requires a uniform, the employee must submit a request in accordance with existing departmental practice in order to receive a uniform replacement allowance.

4. Employees shall wear the employee's required uniforms only in an official capacity except that employees may wear such uniforms on the grounds of the employee's facility and to and from the employee's work location including associated incidental travel.
5. The uniform replacement allowance shall not be considered compensation for retirement purposes.

B. Single Source Vendor

1. During the life of this Contract, departments may establish a single source vendor system to replace the current Uniform Replacement Allowance program. If a single source vendor system is established, employees shall use the system to obtain department authorized uniform replacement items. Departments that participate in a single source vendor system may establish an anniversary date for the uniform replacement credit with the vendor. Employees will receive the employee's credit on that date based on the number of qualifying pay periods in the uniformed classification and in accordance with existing State laws, rules, and regulations.
2. Employees newly appointed (new hire to State service, promotion, transfer, or demotion from a non-uniformed classification) shall be required to purchase the uniform as a condition of employment and such purchase shall be through the single source vendor. Such employees will be eligible for a prorated uniform replacement credit on the established anniversary date, and a uniform replacement credit on each subsequent anniversary date.

12.11.15 Uniform Replacement Allowance (Unit 15)

- A. When the State requires a uniform to be worn as a condition of employment and does not provide such a uniform, the State shall authorize a uniform replacement allowance of six hundred and fifty dollars (\$650) per year.
 1. Uniform means outer garments, which are required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the design or fashion of the general population. This definition includes items that serve to identify the person, agency, function performed, rank, or time in service.
 2. In those cases where the State provides the uniform to be worn, the uniform items provided pursuant to the section are State owned or leased property which will be maintained as the State deems necessary. Employees issued State provided uniform items shall be responsible for loss of or damage to the uniform items other than that incurred as the result of normal wear, or through no fault of the employee.
 3. In those cases where the State does not provide the uniform to be worn, employees shall be responsible for the purchase of the required uniform as a condition of employment. After an employee has the equivalent of one full year in a permanent position, which requires a uniform, the employee must submit a request in accordance with existing departmental practice in order to receive a uniform replacement allowance.
 4. Employees shall wear the employee's required uniforms only in an official capacity except that employees may wear such uniforms on the grounds of the employee's facility and to and from the employee's work location including associated incidental travel.
 5. The Uniform Replacement Allowance shall not be considered compensation for retirement purposes.

B. Single Source Vendor

1. During the life of this Contract, departments may establish a single source vendor system to replace the current uniform replacement allowance program. If a single source vendor system is established, employees shall use the system to obtain department authorized uniform replacement items. Departments that participate in a single source vendor system may establish an anniversary date for the uniform replacement credit with the vendor. Employees will receive the employee's credit on that date based on the number of qualifying pay periods in the uniformed classification and in accordance with existing State laws, rules, and regulations.
2. Employees newly appointed (new hire to State service, promotion, transfer, or demotion from a non-uniformed classification) shall be required to purchase the uniform as a condition of employment and such purchase shall be through the single source vendor. Such employees will be eligible for a prorated uniform replacement credit on the established anniversary date, and a uniform replacement credit on each subsequent anniversary date.

- C. Effective the first day of the pay period following ratification by both parties the State shall provide Unit 15 employees a safety footwear replacement allowance of one hundred and sixty five dollars (\$165) per year, unless the employee is covered in section D of this Article.

For the purpose of this section, safety footwear is defined as oil and slip resistant footwear to be worn while carrying out the duties of the employee's position.

Eligible Unit 15 employees shall receive the employee's annual safety footwear replacement allowance by September 1 of each fiscal year or no later than sixty (60) calendar days after passage of the annual State budget.

D. CDCR

Effective the first day of the pay period following ratification by both parties, the CDCR, shall provide Unit 15 employees working in the department's programs who are required to wear uniforms and accessories with an annual uniform allowance of six hundred and fifty dollars (\$650) per fiscal year. Employees in eligible classifications shall receive the employee's annual uniform replacement allowance by September 1 of each fiscal year or no later than sixty (60) calendar days after the passage of the annual State budget.

1. The uniform for Correctional Supervising Cook/Cook Specialist I/II (CF), Baker I/II, and Butcher II and Food Service Technician I and II shall consist of the following items:
 - a. Shirt, tan, with department patch over the left breast pocket.
 - b. Button down shirts will be tucked into pants.
 - c. Trousers, dark brown.
 - d. Shoes - must be brown/black, leather uppers only, plain toe conservatively designed. No buckles and only moderate designs on or in leather. Leather must be of smooth texture. Heels not to exceed one and one-half (1½) inches in height. Soles must be slip and oil resistant. Military style shoes are acceptable. No cowboy boots or steel toed shoes or boots.
 - e. Jumpsuit, long/short sleeve solid brown in accordance with department specifications.
 - f. Tan smock with a one and three-quarter (1 ¾) inch CDCR patch over left breast pocket.

2. The following items are mandatory accessories:
 - a. One and three-quarter ($1\frac{3}{4}$) inch CDCR patch on solid brown or brown and tan cap, solid brown beanie, or boonie style hat with the department identification and classification (CSC, Cook Specialist I/II, Baker I/II, Butcher II and Food Service Technician I and II rocker).
 - b. One and three-quarter ($1\frac{3}{4}$) inch CDCR patch above the left breast pocket with the department identification.
 - c. Belt, brown/black
 - d. One and three-quarter ($1\frac{3}{4}$) inch CDCR patch on the left breast on a dark brown color uniform style jacket or coat.
 - e. Key ring holder
 - f. Whistle
 - g. Name tag
 - h. Flashlight – mini mag light type not to exceed six (6) inches.
3. The following items are non-mandatory accessories:
 - a. Alarm holder
 - b. American flag patch
 - c. Hash marks denoting years of service (on long sleeve shirt or jumpsuit only)
 - d. Hairnets
 - e. CDCR shoulder patches
4. Within sixty (60) calendar days of appointment, new and eligible Unit 15 employees, based on the employee's appointment date or time base shall receive a pro rata amount. All new food service staff will be paid on a prorated basis by month through June 30 of each year [e.g. A new employee whose start date is December 30, will be provided with fifty percent (50%) of the full amount of uniform replacement allowance]. The time an employee may have worked at another institution will count in determining an employee's eligibility for the uniform replacement allowance.

E. DGS Uniforms

1. Uniform Shirts

The State shall provide eleven (11) required uniform shirts to custodians.

2. Uniform Pants

- a. At worksites where uniform pants are not required, DGS shall provide eleven (11) uniform pants upon the custodian's request. If provided, the employee shall be required to wear the uniform pants.
- b. In worksites where uniform pants are required, DGS shall provide eleven (11) uniform pants to custodians.

3. Uniform Jacket

The State shall provide one (1) required uniform outerwear jacket to custodians.

4. Uniform Replacement

In accordance with established procedures, where requested by a custodian, DGS shall replace or repair the required uniform if damaged in the line of duty through no fault of the employee.

5. Laundry Service

Laundry service shall be provided, however use of the laundry service will be at the custodian's option.

F. CalPIA Custodian Shirts and Hats

1. Shirts and Hats

CalPIA shall provide seven (7) required shirts and two (2) required hats to custodians.

2. Replacement

In accordance with established procedures, where requested by a custodian, CalPIA shall replace or repair the required shirt or hat if damaged in the line of duty through no fault of the employee.

12.11.20 Uniform Replacement Allowance (Unit 20)

A. Effective the first day of the pay period following ratification by both parties, when the State requires a uniform to be worn as a condition of employment and does not provide such a uniform, the State shall authorize a uniform replacement allowance based on actual costs substantiated with a receipt for an amount not to exceed six hundred fifty dollars (\$650) per year. Claims for such reimbursement shall be paid in full to the employee within ninety (90) days of the submission of the receipt.

1. Uniform means outer garments, including shoes, which are required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the design or fashion of the general population. This definition includes items that serve to identify the person, agency, function performed, rank, or time in service.
2. In those cases where the State provides the uniform to be worn, the uniform items provided pursuant to this section are State owned or leased property which will be maintained as the State deems necessary. Employees issued State provided uniform items shall be responsible for loss of or damage to the uniform items other than that incurred as the result of normal wear or through no fault of the employee.
3. In those cases where the State does not provide the uniform to be worn, employees shall be responsible for the purchase of the required uniform as a condition of employment. After an employee has the equivalent of one full year in a permanent position, which requires a uniform, the employee must submit a request in accordance with existing departmental practice in order to receive a uniform replacement allowance.
4. Employees shall wear the employee's required uniforms only in an official capacity except that employees may wear such uniforms on the grounds of the employee's facility and to and from the employee's work location including associated incidental travel.
5. The Uniform Replacement Allowance shall not be considered compensation for retirement purposes.

B. Single Source Vendor

1. During the life of this Contract, departments may establish a single source vendor system to replace the current uniform replacement allowance program. If a single source vendor system is established, employees shall use the system to obtain department authorized uniform replacement items. Departments that participate in a single source vendor system may establish an anniversary date for the uniform replacement credit with the vendor. Employees will receive the employee's credit on that date based on the number of qualifying pay periods in the uniformed classification and in accordance with existing State laws, rules, and regulations.
2. Employees newly appointed (new hire to State service, promotion, transfer, or demotion from a non-uniformed classification) shall be required to purchase the uniform as a condition of employment and such purchase shall be through the single source vendor. Such employees will be eligible for a prorated uniform replacement credit on the established anniversary date, and a uniform replacement credit on each subsequent anniversary date.

12.12.11 Safety Footwear – Caltrans & DWR (Unit 11)

- A. Unit 11 "field" employees assigned to "field positions" shall be responsible for purchasing safety footwear if required (and not provided) by Caltrans and the DWR. For the purposes of this section, "field employees" are defined as full-time Unit 11 employees assigned to work outside of an office for an average of twenty-five percent (25%) of the time during the twelve (12) month reimbursement period. "Field position" is defined as a position that encompasses work tasks that are performed outside of an office setting on more than an occasional basis. Typically, this includes on site tasks such as reviewing a contractor's operation, inspecting field conditions or work performed by contractors, field surveying, landscape review, materials testing, construction layout and staking, and maintenance.
- B. For the purposes of this section, safety footwear is defined as steel-toe boots/shoes, or a serviceable leather work shoe or boot that complies with the departments' written policy, if any, and which the department requires to be worn while carrying out the duties of the employee's position.
- C. The State shall reimburse full-time employees for the actual cost of safety footwear, not to exceed one hundred dollars (\$100) once every twelve (12) months. Reimbursement will be made upon attainment of eligibility as defined above.
- D. Receipts may be required to verify the actual cost of the safety footwear.
- E. Employees may elect to purchase and be reimbursed for safety footwear once every twelve (12) months for one hundred dollars (\$100) or once every twenty-four (24) months for two hundred dollars (\$200).

12.13 Tools, Business Equipment, Materials and Supplies (Excludes Units 17 and 21)

- A. The State shall determine what special items of tools, equipment, materials, and supplies are necessary for employees to perform the employee's jobs. Such items shall, within budgetary constraints, be made available by the State.
- B. Employees issued State provided items shall be held responsible for loss of and/or damage due to negligence.

12.13.17 Tools, Business Equipment, Materials, and Supplies (Unit 17)

- A. The State shall provide all business equipment, reference materials, materials, and supplies deemed necessary by the State. Business equipment, materials, and supplies provided pursuant to this section are State owned or leased property which will be maintained as the State deems necessary. Employees issued State provided business equipment, materials, and supplies shall be held responsible for the loss and/or damage to those items other than that incurred as the result of normal use, wear, or through no fault of the employee.

- B. Unit 17 employees may request that specific business equipment, materials, and supplies be made available for the employee's use in the job. It is the intent of the State to provide business equipment, materials, and supplies to enable the employees to perform assigned duties and responsibilities.

12.13.21 Tools, Business Equipment, Materials and Supplies (Unit 21)

- A. The State shall determine what equipment, materials, and supplies are necessary for employees to perform the employee's jobs. Such items shall, within budgetary constraints, be made available by the State.
- B. Employees may request that specific business equipment, materials, and supplies be made available for the employee's use in the job. It is the intent of the State to provide business equipment, materials, and supplies to enable the employees to perform assigned duties and responsibilities. Any denial of a request shall be provided in writing to the employee.
- C. Employees issued State provided items shall be held responsible for loss and/or damage due to negligence.

12.14 Professional Dues (Excludes Units 17 and 21)

In recognition of the professional nature of employees, each department, commission, board, or agency may reimburse an employee for up to fifty dollars (\$50) per year for membership dues in job related professional societies or associations of the employee's choice, or for a job related professional license fee. Both parties agree and understand that a different amount of reimbursement, if any, may be provided to employees in the same or similar situation.

12.14.21 Professional Development (Unit 21)

- A. In recognition of the professional nature of Unit 21 employees, each department, commission, board, or agency shall reimburse a Unit 21 employee for up to two hundred dollars (\$200) per fiscal year for membership dues in job-related professional societies or associations.
- B. As departmental technology becomes accessible, the State shall provide online access to professional journals or publications available through the State Library.

12.15 Reimbursement of Fees (Excludes Unit 17)

The State agrees to pay the full renewal cost of professional and/or technical licenses, certificates, or credentials which are required as a condition of employment.

12.15.21 Reimbursement of Credential/License/Certificate Fees (Unit 21)

The State agrees to reimburse Unit 21 employees up to a maximum of two hundred dollars (\$200) per fiscal year for job-related credentials, licenses, and/or certificates. Credential and licenses must be issued by a State agency. Reimbursements for certificates must be approved by management.

12.16.1 Aviation Safety Officer (Unit 1)

The Department of Transportation (DOT) agrees to continue its practice of:

- A. Reimbursing Aviation Safety Officer the cost of the employee's annual second-class flight physical examinations.
- B. Providing the biennial flight checks in DOT aircraft during or connected to regularly authorized operation of the aircraft for business purposes and utilizing DOT employees who are personally qualified and volunteer to conduct and certify the flight checks.

12.17.1 PERS Auditor Affiliation (Unit 1)

The Office of Audit Services (CalPERS) will provide a maximum of five hundred dollars (\$500) reimbursement in any fiscal year, for each professional audit staff for fees, dues, and professional competency certification licensing costs associated with memberships in and affiliations with the following professional organizations.

If any other audit-related professional organizations are identified, management will reimburse based on consistency with the organizations listed below:

The Institute of Internal Auditors (IIA)
California Association of State Auditors (CASA)
American Institute of Certified Public Accountants (AICPA)
California Society of Certified Public Accountants
Association of Government Accountants (AGA)
Institute of Management Accountants (IMA)
Information Security Audit and Control Association (ISACA)
Information Security Systems Association (ISSA)
Association of Certified Fraud Examiners (ACFE)
Association of Women Accountants
The Association of Healthcare Internal Auditors, Inc.

12.18.1 Professional License Fees (Unit 1)

Employees in the classifications of Property Appraiser/Investigator (Office of Real Estate Appraisers) and Senior Property Appraiser/Investigator (Office of Real Estate Appraisers) shall be reimbursed in full upon certification of license renewal.

12.18.17 License Renewal Fees (Unit 17)

- A. The State agrees to reimburse all permanent full-time employees who are required by law to maintain a license as a condition of State employment for the actual cost of license renewal fees during the term of this Contract.
- B. Permanent part-time employees who are half-time or more and who are required by law to maintain a license as a condition of State employment shall be reimbursed for the actual cost of license renewal fees on a prorated basis during the term of this Contract.

12.18.20 License or Certificate Renewal Fees (Unit 20)

The State agrees to reimburse all permanent full-time employees who are required by law to maintain a license or certificate, and utilize such license or certificate in the course of the employee's job duties while employed by the State of California, for the actual cost of license or certificate renewal fees in effect on July 2 of the current fiscal year. Permanent part-time and permanent intermittent employees shall be reimbursed for fifty percent (50%) of the cost of such fees.

12.19.1 Actuary Dues-California Department of Insurance (CDI) (Unit 1)

The CDI will reimburse department employees in the classes listed for membership dues in the American Academy of Actuaries, the Casualty Actuarial Society, the Society of Actuaries, or other actuarial associations approved by the Department. The amount of reimbursement is to be determined by the Department. If dues are reimbursed for less than full-time employees, the reimbursed amount shall be prorated.

Classes:

Actuary Senior

Actuary

Actuarial Senior Analyst

Actuarial Analyst

12.20.11 Pest Control License (Unit 11)

- A. When a State agency determines that it is in the employer's best interest to require employees to acquire and maintain an Agricultural Pest Control License as defined in Food and Agriculture Code section 12201 et seq., the affected employees shall be so notified by the employee's supervisors.
- B. The employer will reimburse employees for filing, examination and renewal fees associated with acquisition of the license provided:
 1. The employee is authorized in advance to take the exam or renew the certificate, and
 2. The employee successfully passes the required examination and is issued the license.

12.21.17 Nurse Practitioner Furnishing Number Renewal Fees (Unit 17)

If a department requires, in writing, that Nurse Practitioners write prescriptions, the State agrees to reimburse all permanent full-time Nurse Practitioners for the actual cost of the furnishing number renewal fees each year.

12.22.20 State Special Schools Field Trip Expenses (Unit 20)

The Department of Education shall reimburse employees, who are authorized to accompany students on field trips, for work related expenses. If an employee requests at least ten (10) working days in advance or upon notification, if less than ten (10) days of the field trip, the State shall provide a cash advance to cover the expected cost of expenses incurred for those special events. The employee shall be responsible to submit the employee's work-related expenses for verification in a timely manner.

12.23.20 Laboratory Services and Deliveries (Unit 20)

Where the State requires a Unit 20 employee to pick up and/or deliver material further than a reasonable walking distance from the labs to which the employee is assigned, the State will: (1) provide a mode of transportation; or (2) provide mileage reimbursement in accordance with Business and Travel Expenses of the Contract.

12.24.1 Extended Travel, California Department of Insurance (Unit 1)

The Union and the California Department of Insurance agree that, as an incentive for Unit 1 employees that are on a temporary travel assignment, the State shall pay short-term per diem for long term travel. Continuation of this section shall be in accordance with all applicable Federal and State tax laws.

12.24.21 Class A and/or Class B Commercial Driver's License Fee Reimbursements (Unit 21)

- A. Each department will reimburse a permanent employee for filing and examination fees associated with obtaining the appropriate commercial driver's license and endorsement(s) if the employee is: (1) in a classification that requires the operation of equipment which requires either a Class A or Class B commercial driver's license and any endorsement(s), or (2) the classification designated by the department requires the employee to upgrade the employee's driver's license to a Class A and/or Class B commercial driver's license and any endorsement(s), or (3) in a classification where a Class A and/or Class B commercial driver's license is an additional desirable qualification, provided:

1. The employee is authorized at least ten (10) work days in advance by the employee's supervisor to take the examination;
 2. The employee has a valid, current medical certification acceptable to the DMV.
 3. The employee successfully passes the required examination and is issued the license and appropriate endorsement(s).
- B. Employees applying for renewal or reinstatement of a license due to an illegal violation will not be reimbursed for any costs associated with obtaining a license as required by DMV.
- C. The State will not pay any additional cost incurred as a result of an employee's failure to pass the written and/or performance test within the opportunities allowed by the original application fee.
- D. Reimbursement for commercial driver's license fees paid by an employee will be for that portion of the commercial driver's license fee (including the cost of endorsement(s) required by the appointing power) which exceeds the cost of the regular noncommercial Class C driver's license, provided the employee applies for the required license and any required endorsement(s) simultaneously. If an employee fails to take all required extras simultaneously, reimbursement will not exceed the cost that would have been incurred had the tests been taken simultaneously.

12.25.21 Class A and/or Class B Commercial Driver's License Medical Examinations (Unit 21)

The State agrees to pay the cost of medical examinations for employees required to have either a Class A or Class B driver's license, provided the employees either receive the employee's exams from a contractor physician or clinic, or are specifically authorized in advance to be examined by the employee's personal physician, and to be reimbursed for the cost upon presenting a voucher from the examining physician. The State will pay the cost of a second medical examination and/or referrals by the examining physician, not to exceed the cost of the first medical examination provided that:

- A. The employee fails the first medical examination, or the certification submitted is not accepted by DMV;
- B. A second medical examination is authorized and conducted; and
- C. The second medical certification is accepted by DMV. The State will not reimburse the employee for a second medical examination that sustains the results of the first. Costs for additional medical reexamination shall be the responsibility of the affected employee.

12.26.21 INTENTIONALLY EXCLUDED

12.27.21 INTENTIONALLY EXCLUDED

12.28 Pre-Tax Commuting Expense

The State will evaluate the feasibility of implementing a pre-tax commuting expense program in accordance with Internal Revenue Code Section 132(f).

12.29 Bike or Walk to Work Program

- A. The State shall endeavor to make facilities available to employees who bike or walk to work including, but not limited to, clothing lockers, secure bicycle storage, and shower facilities in all State owned or leased buildings.
- B. This Section is not grievable or arbitrable.