

# CAPS PROPOSAL

Bargaining Unit: 10

Date: January 21,  
2021; 2:32PM

Exclusive Representative: CAPS

Article: 6

Subject: Business and Travel Expenses, Allowances, and Reimbursements

## 6.4 Uniform ~~Replacement~~ Reimbursement

- 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~~ reimbursement based upon actual costs for an amount to be determined by the State but not to exceed \$670.00 per year for full-time employees, and not to exceed \$335.00 a year for part-time employees of the Department of Fish and Wildlife, Department of Forestry and Fire Protection and Department of Parks and Recreation.
- B. Uniform means outer garments, excluding shoes, which are required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from 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.
- C. 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.
- D. In those cases where the State does not provide the uniform to be worn, Unit 10 employees shall be responsible for the purchase of the required uniform as a condition of employment. After a Unit 10 employee has been employed for the equivalent of one full year in a permanent position which requires a uniform, ~~he/she~~ they must submit a request in accordance with existing departmental practice in order to receive a uniform reimbursement allowance. The uniform reimbursement ~~replacement allowance~~ anniversary date for employees in the Department of Parks and Recreation shall continue to be February 1 of each year. Employees who do not have one (1) full year of eligibility for the uniform ~~replacement allowance~~ reimbursement as of February 1 of any year will receive an ~~allowance~~ reimbursement pro-rated in accordance with existing laws, rules and regulations.
- E. All required uniform items substantiated with a receipt(s) for same will be reimbursed up to the maximum allowance for the respective ~~allowances~~ reimbursements as listed in Subsection A above.
- F. When specialty equipment and/or apparel that is not provided by the State but is used exclusively while carrying out duties and responsibilities of a position is required, and which are

different from design or fashion of the general population, the State shall authorize an equipment reimbursement based upon actual costs to be determined by the State but not to exceed \$200.00 per year for full-time employees. Intermittent and part-time employees will be provided the equipment reimbursement on a pro rata basis.