

## **SECTION G - MISCELLANEOUS PROVISIONS**

### **1.00 Charges for Maintenance**

- 1.01 Charges for Meals and Other Provisions
- 1.02 Meals Furnished to Employees without Charge

### **2.00 Reimbursement for Damaged Personal Articles**

- 2.01 Determination of Value
- 2.02 Reimbursement Limitations

### **3.00 Master Plumbers License**

### **4.00 Safety Equipment**

- 4.01 Protective Clothing
- 4.02 Protective Shoes
- 4.03 Safety Glasses

### **5.00 Special Clothing Requirements**

### **6.00 Commercial Motor Vehicle Driver's License and School Bus Endorsements**

### **7.00 Job-related Exposure to Diseases**

### **8.00 Federal Incentives**

### **9.00 General Provisions Regarding Reimbursements**

### **10.00 ECB Incentives**

## **INTRODUCTION**

This Section (Section G) contains provisions for allowable charges for laundry, meals, wholesale provisions and other maintenance provisions furnished to employees and/or the employee's family. It also contains provisions that allow employees to file claims with their agency for reimbursement for damaged personal articles and reimbursement for certain required safety equipment and Master Plumbers License.

**1.00 Charges for Maintenance**

**1.01 Charges for Meals and Other Provisions**

As provided under s. 230.12(1)(e), Wis. Stats., where meals, wholesale provisions and other maintenance provisions are furnished by the employing department to the employee and/or the employee's family in view of the nature and location of the job, charges for the value of such meals or provisions shall be made, and therefore, deducted from the employee's pay as may be approved by the DPM Administrator, based upon recommendations made by the agency furnishing meals or provisions.

**1.02 Meals Furnished to Employees without Charge**

As provided under s. 230.12(1)(c)3, Wis. Stats., when a state agency provides meals to employees who are required as a condition of employment to take such meals in the performance of employer-assigned duties or responsibilities, these meals shall be provided without charge to the employee or deduction from the employee's salary.

**2.00 Reimbursement for Damaged Personal Articles**

As provided by ss. 20.918 and 230.12(1)(dm), Wis. Stats., a state agency may reimburse its employees for the cost of repairing or replacing articles of clothing, watches, or eye glasses damaged in the line of duty if such damage is not caused by employee carelessness or normal wear and tear resulting from the type of work performed by the employee. Payments under this section are subject to the approval of the appointing authority.

**2.01 Determination of Value**

The appointing authority shall determine the value of damaged personal articles at the time damage occurs. If the appointing authority determines that the personal articles are damaged beyond repair, the reimbursement amount shall not exceed the actual replacement value, less depreciation, of the damaged articles.

**2.02 Reimbursement Limitations**

The reimbursement amount shall not exceed \$100.00 for any one incident except that reimbursement for watches shall not exceed \$75.00.

These provisions shall not apply to articles where the actual replacement value, less depreciation, or repair cost is less than \$10.00.

**NOTE:** Forms for claiming reimbursement for Damaged Personal Articles can be obtained from the DPM, Bureau of Classification and Compensation.

**3.00 Master Plumbers License**

If the employer requires a Crafts Worker in schedule 04, Crafts Worker Supervisor, or Shop Supervisor to obtain or retain a Master Plumbers License, the employer shall reimburse the employee, upon evidence of acquisition and retention, the difference between the cost of a Master Plumbers License and the cost of a Journeyman Plumbers License.

**4.00 Safety Equipment**

As provided under s. 230.12(1)(d), Wis. Stats., employees shall be reimbursed for safety and protective equipment if, in the performance of their assigned duties, the equipment is required by the employer.

**4.01 Protective Clothing**

The employer shall furnish, at no cost to the employee, required protective clothing and equipment necessary for the performance of assigned duties. Such equipment shall be in accordance with the standards established by regulating agencies.

**4.02 Protective Shoes**

If the employer requires the purchase of safety shoes necessary in the performance of assigned duties, the employer shall pay an allowance of \$40.00 per year as an expense check payable the first pay period of January or July of each calendar year. Employees hired after July 1 will not be eligible for reimbursement in the year of hire.

**4.03 Safety Glasses**

If the employer requires the purchase of safety glasses and/or safety sunglasses for the performance of assigned duties, the employer shall reimburse the employee for such expense including the cost of any eye examination required for such purposes and not covered by any health insurance program. Reimbursement for eye examinations under this provision shall not exceed one per fiscal year.

**5.00 Special Clothing Requirements**

Department of Corrections and Department of Health Services employees who are required to wear black belts and black shoes in the performance of assigned duties consistent with the agency's uniform policy shall be paid an allowance of \$65.00 for the first pay period that begins on or follows August 1 each year. Payment shall be made only to employees in pay status at the end of the pay period. Employees on an approved unpaid leave of absence who return to work by the end of the same calendar year shall also receive this allowance upon their return. Limited term employees are not eligible for this allowance.

**6.00 Commercial Motor Vehicle Driver’s License and School Bus Endorsements**

The Employer shall pay the cost of obtaining (i.e., fees and road test costs) a commercial motor vehicle driver’s license or school bus endorsement for employees who are required to possess such a license/endorsement, when the possession of such license was not a condition of employment prior to appointment.

**7.00 Job-related Exposure to Diseases**

When advanced written approval has been obtained, the Employer may reimburse certain employees for any part of the cost not covered by the employee’s health insurance when obtaining the tests or vaccinations for Lyme Disease, rabies, Hepatitis B and C, tuberculosis, or HIV.

**8.00 Federal Incentives**

Monetary awards may be provided at the sole discretion of the appointing authority to employees who are working under a federal grant in accordance with the criteria and amounts established within the grant.

**9.00 General Provisions Regarding Reimbursements**

Unless clearly authorized by this Compensation Plan, the administrative code, statutes, or in an applicable collective bargaining agreement, no payments for individual licenses, memberships or certifications, or other reimbursements are to be provided to employees.

**10.00 ECB Incentives**

The Educational Communications Board may provide annual bonuses for meritorious performance to unclassified employees whose principal responsibility is fund raising in accordance with s. 39.13(3), Wis. Stats.