

Article 8 EMPLOYEE EXPENSES AND MATERIALS

§ 8.1 Work Clothes for Facilities Operations

§ 8.1.1 The District shall reimburse up to \$300 per fiscal year for work clothing needs, of permanent or probationary classified employees in Facilities Operations (Maintenance, Grounds and Custodial). The total amount reimbursed will be adjusted each year, starting with July 1, 2008, by the percent increase in the Consumer Price Index (CPI) for the previous year*. Receipts for clothing purchased will be submitted and surrendered to the Facilities office. In turn, the request for reimbursement will be processed. (*CPI-U All Urban Consumers, U.S. Average, Not Seasonally Adjusted, 1982 – 1984=100, U.S. Department of Labor, Bureau of Labor Statistics, Available January). SEIU will be responsible for contacting Facilities Operations to report the appropriate CPI prior to April 15th of each year.

§ 8.1.2 A committee within the Facilities Operations department will describe and define the work clothes required for selected employees. Work clothes are to consist of: A standard shirt or T-shirt; blue denim pants (blue denim pants are preferred, but other options such as tan/green pants may be requested); hat (optional); gloves (optional); safety footwear as specified by the appropriate supervisor; and a standard jacket. Wearing of the standard-issued shirt or T-shirt and safety footwear is mandatory during work hours. Failure to wear this mandatory clothing may lead to disciplinary action.

§ 8.1.3 Protective Clothing and Safety Gear: Requests for protective clothing and safety gear shall be submitted to the Safety Committee for review and recommendation.

§ 8.2 Work Clothes for Other Classified Positions

§ 8.2.1 Beginning July 1, 2007, the District shall reimburse up to a specified amount per fiscal year for work clothing needs of permanent or probationary classified employees as identified below. The total amount reimbursed will be adjusted each year by the method identified in Article 8.1.1.

Science Equipment Technician: An amount up to \$300.00 may be used to purchase safety footwear (specified by supervisor), work gloves, heavy-duty cotton work pants/shirts, protective glasses (specified by supervisor), and tool belt. Wearing of the items described above is considered mandatory during work hours while performing specific duties, as specified by the employee's appropriate supervisor. Failure to wear the mandatory clothing may lead to disciplinary action. Storekeeper I and II: Similar provisions as those for Facilities Operations in Article 8.1.2. A committee to be composed of one classified representative from each District warehouse, and the appropriate supervisor(s), will describe and define the work clothes required. Failure to wear mandatory clothing may lead to disciplinary action.

Article 8 EMPLOYEE EXPENSES AND MATERIALS (Continued)

§ 8.3 Replacing or Repairing Employee's Property

§ 8.3.1 Exclusive of personal vehicles, the District shall compensate unit members for loss or damage to personal property used in the course of employment, provided that prior authorization in writing has been received for the use of such equipment.

§ 8.4 Use of Personal Vehicle

§ 8.4.1 No unit member shall be required to utilize his/her personal vehicle in the performance of District business.

§ 8.4.2 Unit members who are authorized and voluntarily use their personal vehicle on District business agree that their property and liability insurance is primary to the District's property and liability insurance.

§ 8.5 Physical Examinations

§ 8.5.1 The District agrees to provide the full cost of any medical examination required as a condition of continued employment including TB examinations.

§ 8.6 Use of District Equipment

§ 8.6.1 Prior to the removal of any District equipment and/or materials from District property or other District location, classified unit members must obtain necessary approval in accordance with District-wide policy as established by the Board of Trustees.

§ 8.7 Licenses and Certificates

§ 8.7.1 Upon prior approval of the Vice President of Human Resources, the District shall reimburse unit members for the costs of licenses and/or certificates necessary or desirable for the unit member's work (excluding a regular passenger car or motorcycle license).

§ 8.7.2 Section 8.7, Licenses and Certificates, is not grievable.

§ 8.8 Commute Alternatives

§ 8.8.1 Upon completion of a comprehensive commute alternatives program proposal, the District agrees to meet and negotiate over the impact of the proposed program on classified staff prior to final adoption.