

SECTION G - MISCELLANEOUS PROVISIONS

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INTRODUCTION

This Section (Section G) contains provisions for allowable charges for laundry, meals, wholesale provisions and other maintenance provisions furnished to employees and/or his or her 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 OSER Director, based upon recommendations made by the agency furnishing meals or provisions.

1.02 Meals Furnished 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.

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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.

<p>NOTE: Forms for claiming reimbursement for Damaged Personal Articles can be obtained from the OSER, Division of Compensation and Labor Relations.</p>

3.00 Master Plumbers License

If the employer requires a Crafts Worker Supervisor, Shop Supervisor, or Crafts Operations Manager-UW-Milwaukee to obtain or retain a Master Plumbers License, the employer shall annually 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 the Department of Workforce Development.

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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 \$15.00 per year as an expense check payable the first pay period of the calendar year.

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 and Family 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 per calendar year. Any such payment will not be made more than once in a calendar year.