

Human Resources Branch Memorandum

SUBJECT: Uniform Allowances – Replacement/Reimbursement and Cleaning/Maintenance	NUMBER: HRB 22-012
	DATE ISSUED: April 21, 2022
DISTRIBUTION: CDFW Represented Employees in Bargaining Units 1, 4, 7, 10, 11, and 12 and Affiliated Excluded Employees	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees of uniform allowance eligibility criteria and the process to request and receive such allowances. Employees must be required to wear a uniform as a condition of employment to be eligible for a uniform allowance. Uniforms are defined and described in [Operations \(OPS\) Manual Section 12901](#).

Authority

- [Bargaining Unit \(BU\) Memorandum of Understandings](#)
- [California Code of Regulations sections 599.733](#)
- California Government Code sections [19850.1](#), [19850.2](#), and [19850.3](#)

Eligibility Requirements

Several criteria including an employee's Collective Bargaining Unit Identifier (CBID), tenure, and time base determine the uniform replacement/reimbursement allowance. Refer to the *Uniform Allowance Criteria by CBID Chart* on page 3 for detailed eligibility criteria and allowance information.

Allowance Processing Procedure

Follow the directions below to request the associated uniform replacement/reimbursement allowance:

- Employees with CBID R01, R04, R10*, R11, and R12 (*only for uniform replacement claims; excludes claims for footwear): submit an expense claim via the California Automated Travel Expense Reimbursement System (CalATERS). Refer to the links below for information on how to register for a CalATERS account and submit an expense claim:
 - [CalATERS Global New User Registration Guide](#): how to create a CalATERS account
 - [CalATERS Global Travel Advance and Expense Reimbursement Demo Guide](#): how to submit an expense claim in the CalATERS for reimbursement
 - [CalATERS Detail Accounting Instructions](#): what to submit to the Accounting Services Branch (ASB) for a CalATERS expense claim to be processed
- Employees with CBID R07, S07, and M01* (*employees in position 566-040-7500-001 and 566-040-7500-002 only): no action is necessary as payment is automatic. Refer to the *Uniform Allowance Criteria by CBID Chart* on page 3 for payment information.

- Employees with CBID M01, S01, S04, R10*, S10, M10, S11, and S12 (*only for footwear reimbursement; excludes uniform replacement claims): submit a completed [Uniform Replacement Allowance Request Form \(DFW 183\)](#) and the original receipts to your manager/supervisor for approval. Manager/supervisors must review the original receipts and ensure the items purchased are in compliance with [Operations \(OPS\) Manual Section 12901](#). Upon approval, the manager/supervisor is to sign and return the form to the employee and the employee must submit the completed [DFW 183](#) with copies of the receipts, to the HRB via the [Ask HR](#) portal.

Contact

If you have questions or need additional information, refer to the contacts listed below:

- Uniform replacement/reimbursement eligibility – submit inquiries to the Labor Relations Officer, Carlos Mora, at Carlos.Mora@Wildlife.ca.gov
- Uniform replacement/reimbursement expense claims submitted through CalATERS – contact the ASB via email at CalATERSHelp@Wildlife.ca.gov
- Uniform replacement/reimbursement claims submitted via a [DFW 183](#) – submit an inquiry to the HRB via the [Ask HR](#) portal.