

DEPARTMENT OF REGIONAL PLANNING

Memorandum

February 18, 2016

TO: Zoning Enforcement Staff

FROM: Joseph Horvath *✓18*
Human Resources

SUBJECT: SAFETY WORK BOOTS REIMBURSEMENT

Based on the Board's recent approval on January 26, 2016, of the Successor Memorandum of Understanding (MOU) for Bargaining Units 511 and 512, planning staff assigned to Zoning Enforcement will be reimbursed up to \$150 for a pair of safety work boots. Please refer to Section 3 of Article 15 (Safety) of your MOU for assignment criteria pertaining to this new reimbursement allowance for safety equipment.

In order to receive reimbursement for the purchase of a pair of safety work boots, please complete the Department's Expense Claim form and attach a copy of your receipt for processing to the Budget & Accounting Services Section. Please ensure you sign the form and obtain your supervisor's signature to ensure timely processing. Attached is a sample template of the form to assist you with your reimbursement request. You only need to complete the fields on the form for Employee Name; Employee Number; Section; Today's Date; Date (receipt date); Amount; and Total Claimed. All other information fields on this form are not applicable for purposes of processing your reimbursement claim for safety work boots.

Thank you for your understanding. Please let me know if you have any questions or require additional information. Thank you for your assistance on this matter.

Attachment

c: Administrative Services
Budget & Accounting Services
Ania Onley, Administrative Deputy
Jon Sanabria, Deputy Director
Marie Pascual, CEO Employee Relations
Tim Farrell, CAPE Business Agent