

MEMORANDUM

March 21, 2018

TO: Principals and Site Administrators

FROM: Pedro Abreu, Director Facilities Services
Department of Plant Operations

**SUBJECT: PROCEDURES FOR UNIFORM ALLOWANCE REIMBURSEMENT
FOR AFSCME BARGAINING UNIT CUSTODIAL STAFF**

The enclosed Uniform Allowance Eligibility List has been produced and sent for you to indicate which custodial employees at your work location are eligible to receive the uniform allowance reimbursement as stipulated by the M-DCPS/AFSCME labor contract. For your convenience, the current applicable contract language is supplied with this memorandum.

Uniform allowance reimbursements are paid annually to **ALL** eligible employees in accordance with the contract criteria. Please note the following:

1. All full-time and part-time custodial employees that have completed a **90-day** probationary period **and** have worn the uniform as prescribed by the AFSCME contract during the current fiscal-year beginning July 1st is entitled to receive a uniform allowance, even if they are no longer employed due to retirement, etc.
2. Per the contract, upon completion of the 90-day probationary period, new custodial employees are entitled to receive an initial uniform allowance of **\$250**. The following steps must be followed to ensure full payment is made:
 - a) Complete an *Adjustment-to-Gross* form (*FM-0661 Rev. 01-12*) to pay the employee the remaining \$75. (Principal/Site Administrator signature is to be placed only on the "Prepared By:" signature line. The "*Approved By:*" signature line is to be reserved for Plant Operations.)
3. Employees that wore the prescribed uniform during the current fiscal year, and are now *on* approved leave or on Worker's Compensation **are eligible** to receive the uniform allowance and their signature will be required.
4. Employees are **not eligible** for uniform allowance reimbursement if any of the following applies:
 - Employee's Job title is not custodian.
 - Employee's Job title is custodian and did not work as a custodian at any time during the current fiscal year.
 - Currently *on* Worker's Compensation **and** did not work as a custodian at any time during the current fiscal year.
 - Employee did not wear the prescribed uniform at any time during the current fiscal year. Please note that *ineligibility is based on employee's noncompliance to wearing the prescribed uniform and appropriate disciplinary action has been taken to correct the violation*. (See AFSCME Contract: Article XI - Disciplinary Action; Section 1. Due Process.)

**MEMORANDUM
PROCEDURES FOR CUSTODIAL UNIFORM ALLOWANCE REIMBURSEMENT**

Page 2 of 2

5. If an eligible employee's name is not on the *Uniform Allowance Eligibility List*, the following steps must be followed to ensure payment is made:
 - a) Complete an **Adjustment-to-Gross form (FM-0661 Rev. 01-12)** for the appropriate amount (Principal/Site Administrator signature is to be placed only on the "Prepared By:" signature line. *The "Approved By:" signature line is to be reserved for Plant Operations.*)
 - o **Not new to District: \$175**
 - o **New to District in a custodial position: \$250**
6. Please line out those employees who are ineligible and initial.
7. You are urged to review the list carefully to prevent the omission of eligible employee names and to ensure that all eligible employees receive payment in a timely manner.
8. All documents must be returned promptly and received **at** Plant Operations no later than **Monday, April 09, 2018**. Send via School Mail:

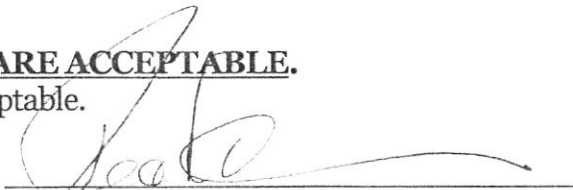
**TO: 9221 - Department of Plant Operations
ATTN: Ms. Jacqueline L. Brinson, Manager III**

To ensure payments are made as stipulated in the AFSCME contract agreement and considering School Mail restrictions, it is suggested that the Uniform Allowance list be completed promptly and hand-delivered to Plant Operations no later than 3:00 p.m. on **Friday, April 13, 2018**. The address to Plant Operations is 11035 SW 84th Street; Miami, Florida 33173.

All lists of eligible custodians for uniform allowance reimbursement will be forwarded by the Department of Plant Operations to the Payroll Department for processing. Payment will be made via direct deposit by the Finance Department.

If you have questions, please call Plant Operations at 305-835-1050.

NOTE: ONLY ORIGINAL SIGNATURES ARE ACCEPTABLE.
Scanned and/or fax copies are not acceptable.


Pedro Abreu

PAA; jr
Enclosures

cc: Mr. John L. Whitehead, III
Ms. Odalis J. Garces
Ms. Jacqueline L. Brinson
Ms. Vickie Hall
File

ARTICLE XVIII -- OTHER BENEFITS

.....

Section 3. Tools and Uniforms

A. Uniform Allowance

1. *Employees, in order to qualify for the annual uniform allowance, shall wear the prescribed uniform while performing their duties during normal working hours and scheduled overtime. Employees are responsible for keeping their uniforms neat and clean. Footwear must conform to common industry safety standards.*
 2. *CUSTODIAL: Light blue shirt/blouse (with collar) and dark blue pants (no denim) or dress.*
-

10. *Continued failure to wear a prescribed uniform may result in appropriate disciplinary action, including loss of the uniform allowance.*
11. *The uniform allowance will be paid to eligible employees on or before May 31 of the work year on a tax basis in the amount of \$175. ...New employees upon completion of the probationary period will receive an initial uniform allowance of \$250.*
12. *Employees required to wear work uniforms, as prescribed herein, will be exempt from such requirements for the following specific dates or events;*

*AFSCME, Local 1184 Union Days (6) (Annually)
ROAD-E-O Days
School Spirit Days
National School Breakfast and Lunch Weeks
Department of Food and Nutrition Special Promotions*

The Union may request additional dates or events for exemption, subject to the approval of the Assistant Superintendent for School Operations. Request for date(s) to be designated as Union day(s) shall be submitted at least two weeks in advance of such date(s).