

**IFPTE Local 21, Bargaining Unit 6 (SHAPE)
2022 Contract Negotiations – Solano County
Union Proposal #17
Date Presented: 8/4/22**

NEW SECTION - Employee Business Expense

A. Eligibility for Employee Business Expense

Employees represented under this collective bargaining agreement are eligible for the business expense benefit.

B. Reimbursement of Employee Business Expenses

Reimbursement for business expense shall be made in accordance with the following:

1. An employee represented under this collective bargaining agreement shall be reimbursed for actual out-of-pocket payments up to twenty-five dollars (\$25.00) in any month for business meals, and/or for other authorized expenditures, including business meals and team-building activities, and aggregate total of three hundred dollars (\$300.00) for the fiscal year.
2. For purposes of this Section, business meals are defined as those for which the primary purpose is the conduct of business. Such expense may include the cost of the meals for others when costs are incurred in the conduct of County business. Authorized expenses other than business meals shall be limited to staff incentives, team building activities, professional organizations, education expenses exceeding the County tuition reimbursement allowance amounts, professional publication subscriptions and related expenses approved by the appointing authority.
3. Each department head will be responsible for the control of the Business Expense Reimbursement.
4. Claims for reimbursement shall be made in accordance with procedures prescribed by the Auditor-Controller.
5. Any employee incumbent in an eligible position described in paragraphs 8.1B1 above, for less than a full fiscal year shall be eligible to receive an aggregate total reimbursement for expenses multiplied by the number of full calendar months the employee was an incumbent in that position.
6. Failure of an employee to continue in County service through resignation or discharge will result in the forfeiture of any allowance received in excess of the amount to which the employee is entitled under paragraph 8.1.B.5 above. In such situations, the Auditor-Controller is authorized to make a

deduction from the employee's final payroll warrant for the appropriate amount over-claimed.

For the Union:

For the County:

Date:

Date:

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11:05am