


Memorandum

*Making Conservation
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, MAINTENANCE
DEPUTY DISTRICT DIRECTORS, ADMINISTRATION

Date: February 28, 2020

From: AARON OCHOCO, Chief 
Division of Safety and Management Services

Subject: **MILEAGE REIMBURSEMENT CLAIMS FOR PLANNED/SCHEDULED OVERTIME**

The Department issued a memo on August 1, 2019 that provided direction for a policy change regarding the reimbursement of all overtime (OT) mileage under Article 7.10 (Calls to Work/Scheduled Overtime) of the Bargaining Unit 12 Memorandum of Understanding (MOU), regardless of whether the OT was a result of a call back or was planned. Following this new direction, the Department and the International Union of Operating Engineers (IUOE) agreed to a settlement of claims to fully resolve the matter. This memo is to provide Management with direction related to these claims.

To administer the settlement:

- 1) The Department will honor Bargaining Unit 12 employee overtime mileage claims for planned overtime worked from January 1, 2019 through August 1, 2019.
- 2) These claims must be properly verified and approved by management, then submitted to the Division of Accounting on the appropriate Travel Expense Claim (TEC) form FA-0302. Please add the following language for reference in box 11 of the form: "per the mileage reimbursement settlement with IUOE," so that Accounting will process the TEC.
- 3) The department will honor these claims for a period of 90-days from the date of this memo, (to May 27, 2020). TECs received by Accounting after May 27, 2020, will be considered untimely for purposes of this settlement and will not be honored by the Department.

Please note, this memo is to provide guidance to managers and supervisors and should not be provided to the employees directly. It is the Union's responsibility to inform their members of the terms and conditions of this settlement.

If you have any questions, please contact Tal Greenberg in the Office of Labor Relations at (916) 227-6675 for further guidance.

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- c: Cory Binns, Deputy Director of Maintenance and Operations
- Dennis T. Agar, Chief, Division of Maintenance
- Robert S. Myers, Chief, Division of Equipment
- Grace Kong, Acting Chief, Division of Accounting
- Paul Hinnant, Chief, Office of Travel and Special Services
- Caltrans Labor Relations Office
- Candace Hyatt, Principal Labor Relations Officer, CalHR
- Steve Crouch, Director of Public Employees, IUOE Local 39