



Governor's Office of Employee Relations

ANDREW M. CUOMO
Governor

MICHAEL N. VOLFORTE
Interim Director

MEMORANDUM

June 23, 2015

TO: Directors of Human Resources with
Operational Services Unit Employees

FROM: Caroline Melkonian, Assistant Director *Caroline D. Melkonian*

SUBJECT: 2015 OSU Tool Allowance

The State and CSEA have authorized a \$175 OSU Tool Allowance payment for June 2015 according to the terms of the State/CSEA 2011-2016 Agreement. The payment is made to eligible employees on the payroll as of June 30, 2015 in the Motor Equipment Repair and related title series. Employees on approved leave, including employees on workers' compensation leave, will receive payment upon return to work assignment.

Criteria

Article 49.2(c) of the 2011-2016 Operational Services Unit Agreement specifies that the annual tool allowance is to defray costs and specific replacement expenses incurred by an employee who is required by the State to provide a personal tool inventory for use in the performance of his or her job. An eligible employee for the tool allowance has the option of using the allowance, or any part thereof, not to exceed \$175, towards an insurance policy for their tool inventory by submitting satisfactory proof of such insurance policy. Eligible titles include: Aircraft Mechanic, Auto Body Mechanic, General Mechanic (titles who perform motor equipment repair), Maintenance Assistant Mechanic, Motor Equipment Mechanic, and Motor Equipment Maintenance Supervisor 1.

According to an understanding between the Governor's Office of Employee Relations and the Civil Service Employees Association, Inc., the tool allowance provision in Article 49.2(c) of the 2011-2016 Operational Services Unit Agreement shall be paid to hourly employees and part-time hourly employees who have Attendance Rules coverage and who meet the following criteria:

1. Have worked for at least nine (9) continuous months, half time or more.
2. Perform duties of that of automotive repair.
3. Required by the State to provide a personal tool inventory for use in the performance of his or her job.
4. Were on the payroll as of June 30, 2015.

Methods of Reimbursement

I. Receipts for Tool Purchases:

A separate check will be issued to reimburse employees who submit tool purchase receipts dated between April 1, 2014 through March 31, 2015. This check will not be subject to income and employment taxes. Agencies must make the payments to individual employees and submit one journal entry reimbursement for all affected employees to GOER using the SFS chart field below.

	SFS Business Unit	Dept. Value	Program Value	Fund Value	Account Code	Budget Reference
All Employees	OER01	1120220	24115	10050	57038	2015-16

II. No Receipts Submitted:

For employees who request either the \$175 payment without submitting the appropriately dated receipts for the purchase of tools used in the performance of his or her job, or where the receipts are less than the \$175 required minimum for each year, payroll transactions will be required. The \$175 will be included in the employee's regular paycheck, subject to payroll taxes and reported as ordinary income on the employee's end of year wage statement. The Office of the State Comptroller will issue a payroll bulletin with further instructions. Please note that all 2015 OSU Tool Allowance payments must be submitted to the Office of the State Comptroller by June 1, 2016.

The following codes should be used for this type of transaction:

Earnings code - TOL

For Employees in Payroll Pool code 50101				
Dept.	Cost Center	Variable	Year	Object Code
21	365086	1A	15	50108

For Employees in all Other Payroll Pool Codes				
Dept.	Cost Center	Variable	Year	Object Code
21	365086	1A	15	50208

For control purposes, please provide Patty Barnes-Bernhard of our office with a verified list of eligible employees by name, title, and method of payment before payment is processed. Should you require additional information, please contact Patty at 473-7233 or Patty.Barnes@GOER.ny.gov.

/cdm

cc: M. Volforte, GOER
D. LaPointe, GOER
R. Hanna, CSEA
B. Moulton, OSC
D. Shoddy, OSC
K. Cox, OSC