



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

EMPLOYEE RELATIONS OFFICERS
ACCOUNTING OFFICERS
HOLDERS OF THE SUPERVISOR'S TRAVEL GUIDE

SUBJECT: Allowances and Travel Reimbursement Rates
(Updates Management Memo 89-12)

The following are the allowances and travel reimbursement rates approved by the Department of Personnel Administration. This memorandum contains updates, corrections and new delegations not included in the Department of Personnel Administration Management Memorandum, MM 89-12, dated June 27, 1989. The vertical lines on the right hand margins indicate new or revised information.

Effective July 1, 1989, subsistence and mileage reimbursement rates for all represented and nonrepresented employees are increased as follows:

SUBSISTENCE ALLOWANCES

Short-Term

Meals

Breakfast	\$ 5.50
Lunch	9.50
Dinner	17.00
Incidentals	5.00
TOTAL	\$37.00

Lodging

Statewide, without a lodging receipt	\$47.00
Statewide, with a lodging receipt	Actual lodging cost up to \$79.00 plus taxes on entire cost of lodging rate. ¹

¹Example: If the lodging rate is \$100.00 and the tax is \$10.00, the employee is entitled to \$89.00 (\$79.00 lodging + \$10.00 tax).

Non-State sponsored conferences, conventions, business meetings or training, statewide with prior written approval of the appointing power, receipt required

Actual lodging cost up to \$150.00 plus taxes on entire cost of lodging rate.²

State sponsored conferences, conventions, business meetings or training, statewide with prior written approval of the appointing power, receipt required

Actual lodging cost up to \$110.00 plus taxes on entire cost of lodging rate.³

Long-Term/Non-Commercial

\$47.00

DELEGATIONS TO DEPARTMENTS:

NON-STATE SPONSORED FUNCTIONS - IN-STATE

Type of Delegation

Appointing powers (departments) may approve lodging expenses for non-State sponsored conferences, conventions, business meetings, training classes or training functions.

Description of Functions

Functions that are not planned or co-planned by the State.

Conferences or Conventions - A gathering to disseminate information, give or receive training. A fee may be charged those attending. The State does not have control over where the function is held.

Business Meetings - A meeting with a formal agenda and not just a meeting between two or more persons. Meetings between a non-State entity and State representatives, requested by the outside entity, are considered non-State sponsored business meetings. In these instances, the State officer or employee does not have control over where the meeting is held.

Training Classes or Training Functions - May be synonymous with conferences or conventions. A gathering for the purpose of giving or receiving instructional training. The delegation of authority to appointing powers for the purpose of approving training expenses is restricted to training that is not sponsored by the State and where the employee has no choice of lodging establishments.

Criteria

1. All requests to exceed the \$79.00 lodging rate, up to \$150.00, excluding tax, must be made prior to the date of travel.

² Example: If the lodging rate is \$180.00 and the tax is \$25.00, the employee is entitled to \$175.00 (\$150.00 lodging + \$25.00 tax)

³ Example: If the lodging rate is \$125.00 and the tax is \$5.00, the employee is entitled to \$115.00 (\$110.00 lodging + \$5.00 tax)

2. All requests must be in writing and include the following information:

- The name and address of the establishment where expenses are to be incurred.
 - The actual amount of the anticipated expenses.
 - The reason(s) why it is necessary to incur expenses in excess of \$79.00, such as, but not limited to:
 - a. Employee is required to stay at the lodging site.
 - b. Employee is handicapped and requires "reasonable accommodations".
 - c. State business will be conducted in late night meetings.
 - d. Cost of transportation to alternative lodging equals the cost of the rate being requested.
 - e. Availability of transportation to alternative lodging.
 - f. Availability of alternative lodging.
3. The name(s) of the employee(s). If more than one employee, a detailed explanation of why one employee could not achieve the objective of the trip.
4. A copy of the approved request to exceed the \$79.00 lodging rate must be attached to the employee's travel expense claim prior to submission to the State Controller's Office (SCO).

Delegated Amount

Lodging rates over \$79.00 and up to \$150.00, excluding tax.

STATE SPONSORED FUNCTIONS - IN-STATE

Type of Delegation

Appointing powers (departments) may approve lodging expenses for State sponsored or co-sponsored conferences, conventions, business meetings, training classes or training functions.

Description of Functions

Events that are planned or co-planned by the State. When scheduling events for the State, when State facilities are not available, every effort should be made to limit expenses to the delegated lodging rate.

Conferences or Conventions - A gathering to disseminate information, give or receive training. A fee may be charged those attending when the attendees are from agencies other than the sponsoring agency or from outside entities. Fees may not be charged by an agency if the gathering is for dissemination of information to its own employees. Since the State has control over where the function is held, the delegation to approve lodging expenses for State-sponsored functions is limited to \$110.00.

Business Meetings - A business meeting is defined as a meeting with a formal agenda and not just a meeting between two or more persons. Meetings such as the Department of Water Resources sponsored Water Commission Meetings, the State Water Resources Control Board and the Board of Equalization public hearings would be considered State sponsored business meetings.

Training Classes or Training Functions - The delegation of authority to appointing powers for the purpose of approving training expenses is restricted to training that is sponsored by the State and where the employee has no choice of lodging establishments. Lodging expenses in excess of \$79.00,

excluding tax, incurred when attending training at the State Training Center must be approved by DPA because the employee has a choice of lodging establishments. Lodging expenses in excess of \$79.00, excluding tax, incurred when attending training at a departmental training facility must be approved by DPA because the State has control over where the training is being held.

Criteria

1. All requests to exceed the \$79.00 lodging rate, up to \$110.00, excluding tax, must be made prior to the date of travel.
2. All requests must be in writing and include the following information:
 - The name and address of the establishment where expenses are to be incurred.
 - The actual amount of the anticipated expenses.
 - The reason(s) why it is necessary to incur expenses in excess of \$79.00, such as, but not limited to:
 - a. Employee is required to stay at the lodging site.
 - b. Employee is handicapped and requires "reasonable accommodations."
 - c. State business will be conducted in late night meetings.
 - d. Cost of transportation to alternative lodging equals the cost of the rate being requested.
 - e. Availability of transportation to alternate lodging.
 - f. Availability of alternative lodging.
3. The name(s) of the employee(s). If more than one employee, a detailed explanation of why one employee could not achieve the objective of the trip.
4. A copy of the approved request to exceed the \$79.00 lodging rate must be attached to the employee's travel expense claim prior to submission to the State Controller's Office (SCO).

Delegated Amount

Lodging rates over \$79.00 and up to \$110.00, excluding tax.

NEW DELEGATIONS TO DEPARTMENTS:

Effective September 1, 1989, appointing powers are delegated the authority to approve exceptions to DPA Rules 599.633 and 599.634.

Exceptions to the Department of Personnel Administration's Rule 599.633, which allows the payment of subsistence allowances during sick leave for a period exceeding three days, may be approved by the appointing power.

1. The request must include the following information:
 - a. The name and home address of the employee.
 - b. Nature of illness.
 - c. Address where employee is confined during illness/injury.
 - d. Address where expenses are being incurred.
 - e. Number of days confined during illness/injury.
 - f. Total cost of expenses incurred.

Departments shall not consider exceptions where the employee is confined to a hospital and hospital costs are covered by insurance. Expenses incurred other than hospital costs may be considered.

2. A copy of the approved request must be attached to the employee's travel expense claim prior to submission to the SCO.

Exceptions to the Department of Personnel Administration's Rule 599.634 to provide subsistence allowances and travel expenses for applicants who are called for an interview may be approved in advance by the appointing power.

1. The request must be submitted prior to the actual date of travel.
2. The request must include the following information:
 - a. The name and address of the applicant (Applicant may not be a current State employee).
 - b. The approximate amount of the anticipated expenses, including tax. (Reimbursement may not exceed the current State rates)
 - c. The reason(s) why it is necessary to call the applicant for interview. (Such as, but not limited to: position is hard to fill, recruitment for affirmative action or disabled hire)
 - d. Name of position being filled.
3. A copy of the approved request must be attached to the applicant's travel expense claim prior to submission to the SCO.

OUT-OF-STATE TRAVEL REIMBURSEMENTS

Actual lodging expenses may be claimed in accordance with DPA Rule 599.619(d) or 599.621(d). Meals and incidentals may be claimed at the statewide rate.

OUT-OF-COUNTRY TRAVEL REIMBURSEMENTS

Statewide rates for lodging, meals and incidentals may be claimed at the statewide rate in accordance with DPA Rule 599.619(e) or 599.621(e). Exceptions for higher lodging and meal rates may be approved in advance by DPA.

APPROVING OFFICER

DPA has delegated the authority to approve the above stated exceptions to the Directors and Agency Secretaries of the various appointing powers. These agency heads may delegate their authority to any level they choose within the department. A letter should be on file with SCO Audits Division and a copy on file in the Accounting Office which states the level of delegated authority, e.g., all division chiefs, all supervisors approving claims.

MILEAGE REIMBURSEMENT RATES (Effective July 1, 1989)

Reimbursement rates to operate privately-owned vehicles are as follows:

When authorized by department head/designee	24 cents per mile
When authorized by department head/designee with certification	Excess of 24 cents up to 30 cents per mile
Specialized vehicles with certification	Up to 37 cents per mile
Private aircraft	50 cents per mile

Note: Rates claimed in excess of 24 cents per mile require that the certification statement on the travel expense claim be signed by the employee. The statement says, "For mileage reimbursement which exceeds the minimum rate, I certify that the actual cost of operating the vehicle was equal to or greater than the rate claimed." The maximum mileage rate that may be claimed without justification to the Internal Revenue is 24 cents per mile.

RECEIPTS FOR PARKING FEES

Effective September 1, 1988, for nonrepresented employees; and as indicated below for represented employees, reimbursement of parking fees without a receipt is allowed for any amount of \$6.00 or less.

August 31, 1988 for Bargaining Units 3, 4, 5, 7, 11, 15, 19 and 20.

January 30, 1989 for Bargaining Units 2, 8, 10, 12, 13, 16 and 18.

March 17, 1989 for Bargaining Unit 14.

May 18, 1989 for Bargaining Units 1, 9, and 17.

May 27, 1989 for Bargaining Unit 6.

RELOCATION AND MOVING EXPENSES (Effective July 1, 1989)

The State shall reimburse employees in accordance with existing Department of Personnel Administration regulations. Reimbursement rates for Relocation Allowances effective July 1, 1989 are as follows:

NONREPRESENTED EMPLOYEES

Nonrepresented employees, who are authorized relocation allowances, may receive up to \$116.00 for every full 24 hour period; no receipts are required. Reimbursement for less than 24 hours shall be at the appropriate meal and/or lodging rate.

REPRESENTED EMPLOYEES

Represented employees, who are authorized relocation allowances and do not furnish receipts may receive the following rates:

- \$47.00 TOTAL - full 24 hours
- \$23.50 - less than 12 hours
- \$47.00 - 12 hours or more

Represented employees who are authorized relocation allowances and who provide receipts may receive the following rates:

- Actual lodging up to \$79.00, plus taxes, and \$37.00 meals and incidentals -- full 24 hours
- Appropriate meal allowance and/or actual lodging up to \$79.00, plus taxes, if appropriate -- less than 24 hours

TRAINING EXPENSES

Recently, questions have been raised regarding the reimbursement of mileage, parking, lodging and meal expenses while at training classes.

The following issues relate to In-Service, Job-Required and Job-Related training given during normal work hours:

Question: Is mileage reimbursement allowed between home and the training site?

Answer: Mileage reimbursement is allowed between home and the training site, or headquarters and the training site, whichever results in the lesser distance in accordance with DPA Rule 599.626(d).

Question: Can parking expenses be claimed at the training site?

Answer: If the employee's supervisor has determined that the use of a private vehicle was the best method of transportation to the training site, under DPA Rule 599.626(d), parking may be claimed if mileage expenses for the day were incurred or the employee had the use of a State car (DPA Rules 599.630[e] or 599.631[d]).

Question: Can lodging and meal expenses be paid while an employee is attending training?

Answer: If an employee is on approved travel status at least 25 miles from his/her headquarters, lodging and meals may be reimbursed in accordance with DPA Rule 599.619, 599.621 or the Memorandum of Understanding (MOU) provisions for travel reimbursement.

For reimbursement of expenses for Upward Mobility, Career-Related Training, and Out-of-Service Training for represented employees, please consult the MOU provisions. Nonrepresented employees shall be reimbursed for these training expenses in accordance with the DPA rules for travel.

Lodging expenses incurred when attending training at the State Training Center or a department-owned training facility, which exceed \$75.00, excluding tax, prior to June 30, 1989 and \$79.00, excluding tax, effective July 1, 1989, must be approved by DPA.

OVERTIME MEAL ALLOWANCES

See Attachment

UNIFORM REPLACEMENT ALLOWANCES

	<u>Up To</u>	<u>Up To</u>	<u>Up To</u>	<u>Up To</u>
Bargaining Unit 1	\$345 (8/16/87)			
Bargaining Unit 3 Employees of California Maritime Academy	\$400 (7/1/85)			
Bargaining Unit 4	\$375 (8/30/88)	\$395 (1/1/90)	\$405 (1/1/91)	
Bargaining Unit 5	\$425 (7/1/87)	\$516 (7/1/89)	\$520 (7/1/90)	
Nonrepresented Employees Aligned with BU 5	\$435 (7/1/89)	\$440 (7/1/90)		

Bargaining Unit 6				
Employees required to wear uniforms on a full-time basis:	\$475 (7/1/87)	\$520 ⁴		
On a part-time basis:	\$300 ⁴			
Medical Technical Assistant Smocks	Refer to Current Agreement Section 15.08			
Bargaining Unit 7	\$425 (8/16/87)	\$435 (1/1/89) ⁵	\$445 (1/1/90)	\$455 (1/1/91)
Bargaining Unit 8	\$455 (7/1/88)	\$475 (7/1/89)	\$520 (6/1/91)	
Bargaining Unit 10				
Employees of the Department of Fish and Game required to wear uniforms on a full-time basis:	\$275 (7/1/89)	\$300 (1/1/90)	\$325 (1/1/91)	
On a part-time basis:	\$170 (7/1/89)	\$180 (1/1/90)	\$190 (1/1/91)	
Employees of the California Conservation Corps	\$385 (7/1/89)			
Bargaining Unit 11	\$375 (8/31/88)			
Employees of the Department of Fish and Game required to wear uniforms on a full-time basis:	\$325 (8/31/88)			
On a part-time basis:	\$150			
On a seasonal basis:	\$ 75			
Bargaining Unit 12	\$385 (1/30/89)			
Employees of the Departments of Parks and Recreation and Forestry and Fire Protection	\$315 (2/1/89)	\$325 (2/1/90)	\$350 (2/1/91)	
California Conservation Corps	\$385 (2/1/89)			
Bargaining Unit 13	\$385 (7/1/89)			
Employees of the Department of Corrections (work clothing)	\$200 (4/1/89)	\$275 (7/1/89) ⁶	\$300 (7/1/90) ⁷	\$325 (7/1/91) ⁸
Employees of the Department of Parks and Recreation	\$315 (2/1/89)	\$325 (2/1/90)	\$350 (2/1/91)	
Employees of the Department of Forestry and Fire Protection	\$315 (2/1/89)	\$325 (2/1/90)	\$350 (2/1/91)	

⁴See Section 15.05 of Current Agreement

⁵See Section 12.2 of Current Agreement

⁶1988 Uniform Replacement Allowance

⁷1989 Uniform Replacement Allowance

⁸1990 Uniform Replacement Allowance

Bargaining Unit 15	\$325 (8/16/87)	\$350 (6/1/90)
Bargaining Unit 17	\$300 (8/16/87)	
Bargaining Unit 20	\$285 (8/16/87)	

Nonrepresented Employees

The uniform replacement allowances for nonrepresented employees parallels those provided for corresponding represented employees.

REIMBURSABLE FEES, DUES AND ALLOWANCES - REPRESENTED EMPLOYEES

Represented Employees:

Unit 1

Annual second class flight physical examinations for Aviation Consultants. Professional dues in one job-related professional society or association of the employee's choice or for a job related professional society or association up to \$50.00 per year.

Unit 2

Bar dues and job-related local or speciality dues, at department's discretion, when bar membership is a condition of employment.

Unit 3

Annual credential renewal fees for employees of Special Schools of the Department of Education if credential is a condition of employment. (Excludes employees of the California Maritime Academy.)

Unit 5

Boot allowances in accordance with current agreement.

Unit 6

Professional license fee renewals for MTAs. License renewal fees for Firefighters who are required by the State to maintain extinguisher inspection and servicing certification and/or EMT1A certification.

Unit 8

Agricultural Pest Control License Fees or Qualified Applicator Certificate if deemed appropriate by the department (filing, examination and renewal fees).

Registered professional Foresters license renewal fees if license is required by the department.

Unit 10

The actual cost of the renewal fees in effect on July 1 of each year of the current Agreement, for the following classes:

Veterinary Medical Officer (Pathology)
Veterinary Medical Officer III (Pathology)
Veterinary Medical Officer (Animal Health)
Veterinary Medical Officer III (Animal Health)
Public Health Veterinarian
Sanitarian I
Sanitarian II
Sanitarian III
Consulting Sanitarian
Environmental Health Specialist
Senior Geologist (Specialist)
Agricultural Biologist
Associate Agricultural Biologist
Examiner I, Laboratory Field Service
Examiner II, Laboratory Field Service
Economic Entomologist
Associate Economic Entomologist

Any additional classes of Unit 10 employees that are required to maintain a license or certification during the term of the agreement, shall receive any required fees.

Unit 11

Agricultural Pest Control License Fees if deemed appropriate by the department (filing, examination and renewal fees).

Unit 12

TOOL ALLOWANCE

The State will pay the following tool allowances annually to permanent, full-time employees in the classes listed below who are required to purchase and maintain their own tools as a condition of employment, provided they have at work the minimum complement of tools specified by their employer.

<u>CLASS</u>	<u>ANNUAL ALLOWANCE</u>
Heavy Equipment Mechanic	\$500
Heavy Equipment Electrician	\$240
Lead Heavy Equipment Electrician	\$240
Mechanics Helper	\$250
Mechanics Helper, DGS	\$250
Fusion Welder	\$250
Heavy Equipment Body Worker/Painter	\$250
Machinist	\$200
Sheet Metal Worker	\$160
Automobile Mechanic, Caltrans	\$390
Automobile Mechanic, DGS	\$390
Automobile Mechanic Trainee, DGS	\$390
Lead Automobile Mechanic, DGS	\$390
Service Assistant (Automotive)	\$390

The tool allowance for Heavy Equipment Mechanic Apprentice is as follows:

1. After 12 months of full-time service in the class and advancing two ranges in the apprentice program, the State will pay the employee \$200.
2. After advancement to each subsequent range, the State will pay the employee \$200.
3. After receiving a permanent full-time appointment to Heavy Equipment Mechanic, the State will pay the employee \$250.

LICENSE FEES

Agricultural Pest Control License Fees in accordance with the current agreement (filing, examination and renewal).

FOOTWEAR - CALTRANS

Effective July 1, 1989, footwear allowance of \$37.50 in accordance with the current agreement.

Unit 15

License renewal fees if required as a condition of employment for the following classes:

Barbershop Manager
Barber
Barber, C.F.
Beauty Shop Manager

Unit 16

License renewal fees if required as a condition of employment.

Unit 17

License renewal fees if required as a condition of employment.

Number renewal fees for all permanent full-time Nurse Practitioners if required, in writing, to write prescriptions.

Unit 18

License renewal fees, not to exceed \$45.00 per year, if required as a condition of employment for the following classes:

Senior Psychiatric Technician
Senior Psychiatric Technician (Forensic Facility)
Psychiatric Technician (Forensic Facility)
Psychiatric Technician
Child Care Practitioner
Developmental Specialist
Psychiatric Technician Instructor

Unit 19

License renewal fees if required as a condition of employment for the following classes:

Pharmaceutical Consultant I, D/HS
Inspector, Board of Pharmacy
Pharmacology Specialist
Pharmacist I
Consulting Optometrist II, D/HS
Optometrist
Hearing Conservation Specialist
Consultant in Physical Therapy for Phys. Handcp. Children
Physical Therapist II
Physical Therapist I
Audio & Speech Pathology Consultant
Speech Pathologist I
Audiologist I
Sr. Psychologist, Health Facility
Psychology Internship Director
Psychologist (Health Facility-Clinical)
Psychologist (Health Facility-Counseling)
Psychologist (Health Facility-Educational)
Psychologist (Health Facility-Social)
Psychologist (Health Facility-Experimental)
Psychiatric Social Worker (Health Facility)
Psychiatric Social Worker (Health Facility-Hispanic)
Clinical Dietician
Staff Psychologist - Counseling - Department of Corrections only
Staff Psychologist - Clinical - Department of Corrections only
Psychologist (Clinical) Department of Corrections only
Psychologist (Counseling) Department of Corrections only
Senior Psychologist - Department of Corrections only

Actual costs of registration renewal fees in a National or State therapy association, if required in order to supervise interns, for employees in the following classes:

Rehabilitation Therapist, State Hospitals (Art)
Rehabilitation Therapist, State Hospitals (Dance)
Rehabilitation Therapist, State Hospitals (Music)
Rehabilitation Therapist, State Hospitals (Occupational)
Rehabilitation Therapist, State Hospitals (Recreational)
Occupational Therapist
Music Therapist
Recreation Therapist
Industrial Therapist
Music Therapist
Senior Occupational Therapist

Unit 20

License or certificate renewal fees if required as a condition of employment.

Reimbursable fees, dues and allowances are recaped for your convenience. Please refer to the bargaining unit agreements for complete details.

REIMBURSABLE FEES, DUES AND ALLOWANCES - NONREPRESENTED EMPLOYEES

Bar Dues - DPA Rule 599.921

Reimbursement for Professional - Licenses - DPA Rule 599.922

Reimbursement of Fees for Applicator Certificates - DPA Rule 599.922.1

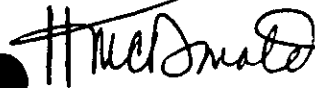
Professional Society Dues - DPA Rule 599.922.2

Class I and II Driver's License Medical Examination Reimbursement - DPA Rule 599.926

SUMMARY

Additional information regarding allowances, travel and relocation reimbursement rates for represented employees may be found in the current agreements and Sections 599.615 to 599.638, 599.714 to 599.734 of the Department of Personnel Administration regulations. Information for nonrepresented employees may be found in Sections 599.615 to 599.638, 599.714 to 599.734 and 599.921 to 599.922.2 of the Department of Personnel Administration regulations.

Accounting Officers, Employee Relations Officers or Personnel Officers who have any questions should call Diane Hachey at (916) 324-9377, ATSS 454-9377. If employees have any questions, they should contact their department's Accounting Office.



Patricia Pavone McDonald, Chief
Benefits Division

Attachment



OVERTIME MEALS

<u>Bargaining Unit</u>	<u>Amount</u>	<u>Receipts Required</u>	<u>2 Hrs Before or 2 Hrs. After</u>	<u>*Total of 10 Consecutive Hours</u>	<u>Total of 2 Hrs More Than Regular Shift</u>	<u>Other</u>	<u>Amount</u>	<u>2 Hrs. Before or 2 Hrs. After</u>	<u>*Total of 10 Consecutive Hours</u>
1.	Up to \$7.50	Maybe	X			CDC & CYA	\$6.00	X	
2.	Up to \$7.50	Maybe	X						
3.	Up to \$7.50	Maybe	X			CDC & CYA	\$6.00		X
4.	Up to \$7.50	Maybe	X			CDC & CYA	\$6.00	X	
5.	Up to \$7.50	Maybe	X						
6.	\$6.00	No		X					
7.	Up to \$7.50	Maybe	X						
8.	Up to \$7.50	Maybe		X					
9.	Up to \$7.50	Maybe	X						
10.	Up to \$7.50	Maybe	X						
11.	Up to \$7.50	Maybe	X			CDC & CYA	\$6.00	X	
12.	Up to \$7.50	Maybe	X			CDC & CYA	\$6.00	X	
12.	No	No				Caltrans	\$6.00		X
13.	Up to \$7.50	Maybe		X		CDC & CYA	\$6.00		X
13.		No				Caltrans	\$5.00		X
14.	Up to \$6.00	No			X				
15.	Up to \$7.50	Maybe	X			CDC & CYA	\$6.00	X	
16.	Up to \$7.50	Maybe	X						
17.	Up to \$7.50	Maybe	X			CDC & CYA	\$6.00	X	
18.	Up to \$7.50	Maybe	X						
19.	Up to \$7.50	Maybe	X			CDC & CYA	\$6.00		X
20.	Up to \$7.50	Maybe	X						
NonRep	Up to \$8.00	No	X			CDC & CYA	\$6.00	X	

*Excluding Meal Break

11

