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MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 93-79

EFFECTIVE DATE: Immediately

EXPIRATION DATE: December 31, 1994

DATE OF ISSUE: December 31, 1993

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

ACCOUNTING OFFICERS
HOLDERS OF THE SUPERVISOR'S GUIDE

From: Department of Personnel Administration
Office of the Director

Subject: State Bar of California Dues /Professional Leave - 1994

The Department of Personnel Administration is approving the following allowances for reimbursement of the 1994 State Bar of California dues.

Under terms of the Bargaining Unit 2 Agreement effective September 1, 1992, the State shall reimburse the cost of bar dues for each represented Unit 2 employee for whom bar membership is required as a condition of employment. For other employees in the Unit, the State shall either provide reimbursement for bar dues or two days per calendar year of professional leave without loss of compensation, at the option of the Department. This leave must be requested and approved in the same manner as vacation leave. If the employee is working less than full-time, the bar dues reimbursement or professional leave shall be prorated. Professional leave credit shall not carry over from year to year.

The Unit 2 agreement further provides, job-related local or specialty (sections) bar dues may be reimbursed at each Department's discretion for each employee for whom State Bar membership is required as a condition of employment. Any amount to be reimbursed shall be determined by each Department. If local or specialty bar dues are reimbursed for less than full-time employees, the reimbursed amount shall be prorated. Each department may delay reimbursement of any increase in bar dues to no later than the end of each calendar year.



Excluded employees, who are required to maintain State Bar membership, shall be entitled to the same allowances as provided in Department of Personnel Administration Rule 599.921. Job related local or specialty (sections) bar dues may be reimbursed at each department's discretion for each employee of whom State Bar membership is required as a condition of employment. Any amount to be reimbursed shall be determined by each department. If local or specialty (sections) bar dues are reimbursed for less than full-time employees, the reimbursed amount shall be prorated. Departments, at their discretion, may prorate basic bar dues for less than full-time employees or employees who begin or end State service during 1994.

As a result of Keiler vs. State Bar of California (1990) 110 S. Ct. 2228, the Department of Personnel Administration has determined that it would not be appropriate for the State of California to pay for activities which are political or ideological. The State Bar has authorized a deduction of \$1.00 from the 1994 membership fee for those who object to expenditures for activities with "political or ideological coloration."

Those employees who wish to pay the full membership fees must pay the State Bar of California directly and request reimbursement from the State. All requests for reimbursement must contain: proof of payment, a copy of the annual fee statement issued by the State Bar Association and a copy of the employee's membership card. Employee's may not claim reimbursement for the \$1.00 deduction (see Attachment Line C Hudson Deduction). Departments that receive requests for full reimbursement must either: reduce the claim by \$1.00 and notify the claimant of the correction, or return the claim to the claimant for correction.

Departments may schedule payments of bar dues through the State Controller's Office - Audits Division. The check must be payable to the "State Bar of California" and sent in c/o First Interstate Bank, P.O. Box 39126, San Francisco, CA 94139-0126. Copies of the annual fee statements (see Attachment Line E) must accompany the claim schedule and care must be taken to identify the employees that the warrant(s) cover.



The following rates for 1994 reflect the \$1.00 reduction for the Hudson Deduction:

State Bar of California - Active Members

For employees admitted prior to February 1, 1991 \$477.00

For employees admitted on February 1, 1991 through
January 31, 1993 \$409.00

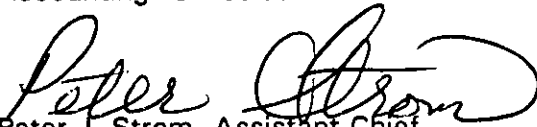
For employees admitted on February 1, 1993 and after \$378.00

State Bar of California - Inactive Members

For all employees \$ 49.00

In addition to reimbursement for bar dues, nonrepresented employees are entitled to reimbursement for up to \$100.00 annually for membership in one professional society or for one professional license fee. The membership must be in a professional society which engages in activities directly related to the employee's scientific or professional discipline. The professional license must also be related to the employee's scientific or professional discipline (DPA Rule 599.922.2).

If Accounting or Labor Relations staff have any questions, please call Terrie Jordan at (916) 324-9377, ATSS 454-9377. Employees must direct questions to their Accounting Office staff.


Peter J. Strom, Assistant Chief
Policy Development Office

Attachment





1994 MEMBERSHIP FEE STATEMENT

SEE BROCHURE FOR INSTRUCTIONS AND INFORMATION

- Mark New Total amount as below
• Tear off and send remittance card

DATE: NOVEMBER 12, 1993
MEMBER NUMBER
CURRENT STATUS: ACTIVE

HUDSON DEDUCTION INFORMATION
DEDUCTION AMOUNT: \$1.00
DEDUCTION DEADLINE: 3/04

YOU ARE IN MCLE COMPLIANCE GROUP 1. YOU WILL NOT RECEIVE AN MCLE COMPLIANCE CARD THIS YEAR. COMPLIANCE PERIOD ENDS JANUARY 31, 1995.

PAYMENT DUE BY FEBRUARY 1, 1994 - 50% PENALTY ATTACHES TO UNPAID MEMBERSHIP FEES, 5:00 P.M. PST, MARCH 4, 1994 (MEMBERSHIP IN SECTIONS IS VOLUNTARY)

Table with columns: SECTIONS, FEE, ADD, and a list of legal sections with checkboxes. Includes a summary table on the right for 1994 MEMBERSHIP FEES, SECTIONS TOTAL, AMOUNT DUE, and A-E categories.

RETAIN UPPER PORTION FOR YOUR RECORDS

THE STATE BAR OF CALIFORNIA - 1994 MEMBERSHIP FEE STATEMENT REMITTANCE COPY - DO NOT FOLD

RETURN THIS PORTION

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