

MEMORANDUM

DATE: December 08, 1997
TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 97-043

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Accounting Officers
Employee Relations Officers
Claims Coordinators
Travel and Relocations Liaisons

FROM: Department of Personnel Administration
Labor Relations Division

SUBJECT: State Bar of California Dues/Professional Leave - 1998

CONTACT: Terrie Jordan, Statewide Coordinator, Travel and Relocation Program
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The Department of Personnel Administration (DPA) is approving the following allowances for reimbursement of the 1998 State Bar of California dues.

The State shall reimburse the \$77 mandatory 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.

In addition, 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 reimbursement for the mandatory dues of \$77. 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 1998.

Employees 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. Employees shall not receive reimbursement in excess of the mandatory \$77 dues and appropriate specialty dues as noted above. Bar dues for inactive members is \$49.

In addition to reimbursement for \$77 bar dues, excluded employees are entitled to reimbursement for up to \$100 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, CALNET 454-9377. Employees with questions should be directed to their departmental Accounting Office.



Robert Ledbetter
Labor Relations Officer

