

The Operational Services Unit (OSU) clothing allowance is back for fiscal year 2016-2017. The payment to individuals is limited to \$65 per fiscal year, for each full-time OSU employee performing traditional "hands-on" operational duties and who were on the payroll on October 1, 2016.

Employees on approved leave status, including employees on Workers Compensation Leave, on the eligibility payroll date, and who otherwise satisfy the eligibility criteria, are entitled to the allowance upon their return to duty as long as the return date does not exceed beyond March 31, 2017.

DIRECT EMPLOYEE ALLOWANCE

You may choose to receive the work clothing allowance through the regular payroll system. The payment would be considered income under federal tax law and would be subject to withholding taxes, (Social Security, federal and state).

If you choose this option, no action is necessary and the clothing allowance payment will automatically be included in your paycheck.

EMPLOYEE REIMBURSEMENT

You may choose to be reimbursed by separate check for work clothing purchases not to exceed \$65 per employee, per year.

Items traditionally appropriate for purchase would include only those items that would be worn to work to perform work-related duties, such as pants, shirts, jackets, rain gear, work shoes, smocks, gloves, etc. A receipt for any purchased garments is required and must contain the following:

- Name of the vendor from whom the item was purchased (cash register or online purchase receipt)
- Date of purchase
- Item(s) purchased
- Amount of purchase(s), not including sales tax
- Signature and mailing address of the employee seeking reimbursement

If the receipt is for less than \$65 per year (not including sales tax), the reimbursement will be made only up to the amount of the receipt. If the reimbursement receipts are for more than \$65 per year (not including sales tax), the reimbursement will still only be \$65 per year. Multiple items (shirt and pants, two shirts, etc.) are allowable up to the maximum reimbursement amount.

Sales tax is never reimbursable.

All receipts must be received by the Human Resources Office, 201 Culkin Hall, by February 3, 2017.

Reimbursement checks will be sent to the home mailing address provided by the employee. Any OSU member who does not submit a receipt by the deadline will automatically receive the clothing allowance payment through the regular payroll system.

Please contact Human Resources at x2230 or at HR@oswego.edu, if you have any questions.