



TO: CCPOA Board of Directors, Members  
FROM: Michael Bayless, CCPOA Field Representative  
DATE: 9/20/2011

RE: California Automated Travel Expense Reimbursement System  
(CalATERS)

Bargaining Unit 6 members have been utilizing CalATERS in some form or another for the past two years for the purpose of reimbursement for travel or overtime meal allowance claims. The major problem has been that the process for utilizing CalATERS has been very diverse from institution to institution, often times making reimbursement for legitimate compensation unduly difficult and time-consuming. Members have experienced everything from some institutions requiring virtually no change to the reimbursement process where officers are concerned (turning in paper to Accounting and having them key into CalATERS), to other institutions requiring that officers enter the CalATERS system personally, and process their own claims.

Those institutions requiring officers to enter the system personally did not take issues of access into account, be they accessibility from a private computer and the associated problems (e.g. Macintosh not supported), or finding access to an available computer at an institution. There has been little to no training on the system. In many cases, officers have been accessing the CalATERS system at home on their own time, or at their respective institution "off of the clock" as it was the only reasonable way that they could get access to the system and get legitimately reimbursed.

On September 7, 2011, CCPOA met with CDCR regarding the implementation of the CalATERS system. An agreement was reached at this Meet and Confer which should alleviate the issues which CCPOA members have regarding the CalATERS system.

1. CDCR agrees that BU6 Members shall have the option to submit Travel/Overtime meal allowance reimbursements using CalATERS or on an approved CDCR form to an authorized "Submitter" for entry into the CalATERS system.

*A "Submitter" was defined in negotiations as the title of the person(s) who will be designated to receive the paper reimbursement forms from members at each institution.*

2. "Super Users" shall be clearly identified by each institution.

*A "Super User" was defined in negotiations as the title of the person(s) who will be designated as the "expert(s)" on the CalATERS system. These are the people to whom questions regarding CalATERS should be addressed.*

3. Official "Submitters" shall be clearly identified by each institution.

*See definition of "Submitter" under # 1.*

4. When CalATERS is utilized by BU6 members, it shall be during their work hours.

*There is no reason for a BU6 member to have to perform this function "off the clock."*

5. Submittal of reimbursement forms shall be available to every watch.

6. CDCR agrees that as of October 1, 2011, all institutions shall make public a list specifying all "Super Users" and "Submitters."

Should any BU6 members desire to see a copy of the actual agreement, copies have been provided to all Chapter Presidents and are also available through your respective Field Representatives.

STATEWIDE AGREEMENT BETWEEN  
CALIFORNIA CORRECTIONAL PEACE OFFICERS ASSOCIATION (CCPOA)  
AND  
THE STATE OF CALIFORNIA,  
DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)  
REGARDING THE  
IMPLEMENTATION THE CALATERS SYSTEM

This Agreement represents the full and complete understanding reached by and between the parties at the conclusion of Meet and Confer negotiations on September 7, 2011, regarding the Implementation of the CalATERS System. This Agreement becomes an addendum to the current State Bargaining Unit Six Memorandum of Understanding.

1. CDCR agrees that BU6 Members shall have the option to submit Travel/Overtime meal allowance reimbursements using CalATERS or on an approved CDCR form to an authorized "Submitter" for entry into the CalATERS system.
2. "Super Users" shall be clearly identified by each institution.
3. Official "Submitters" Shall be clearly identified by each institution.
4. When CalATERS is utilized by BU6 Members it shall be during their work hours.
5. Submittal of reimbursement form shall be available to every watch.
6. CDCR agrees that as of October 1, 2011, all institutions shall make public a list specifying all "Super users" and "Submitters".

CCPOA

*Michael D. [Signature]*  
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*JALME Corvera [Signature]*  
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