

**UNIFORM ALLOWANCE
(CHANGES/TRANSFERS/TERMINATIONS)**

(ER 1130-2-442)

NOTE TO USER: The three parts of this form are executed at separate intervals. Each time a part is executed, a copy of the form will be provided to the -

1. UNIFORM CONTRACTOR 2. DISTRICT UNIFORM COORDINATOR 3. PROJECT OFFICE (if applicable) 4. EMPLOYEE

| | | | | | | | |
|---|--|---|-----|---|------------------|--------------------------------------|-------------------------------------|
| PART 1 - INITIAL EMPLOYEE DATA | | | | | | 1. DATE | |
| 2. EMPLOYEE NAME (Last, First, MI) | | | | 3. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female | | 4. EMPLOYEE ACCOUNT NO. ¹ | |
| 5. DISTRICT DATA | | | | 6. PROJECT DATA | | | |
| a. DISTRICT NAME | | b. CODE | | a. EMPLOYEE LOCATION | | b. CODE (Up to 4 spaces) | |
| | | | | | | | |
| 7. BASIS FOR ALLOWANCE (Uniform Category) | | | | | | | |
| a. UNIFORM DATA | | | | b. TENURE STATUS | | | |
| CLASS | | USAGE FREQUENCY | | <input type="checkbox"/> Permanent (P) <input type="checkbox"/> New Temporary - Single Season (S) <input type="checkbox"/> New Temporary - Multi-Season (M) <input type="checkbox"/> Returning Temporary (R) | | | |
| <input type="checkbox"/> Class A (A) | | <input type="checkbox"/> Daily | | | | | |
| <input type="checkbox"/> Class BC (BC) | | <input type="checkbox"/> Intermittently (I) | | | | | |
| <input type="checkbox"/> Class ABC (ABC) | | | | | | | |
| 8. INITIAL ALLOWANCE | | | | 9. ANNUAL REPLACEMENT ALLOWANCE | | | |
| Starting Date | | Mo | Day | Yr | Amount: \$ _____ | | Starting Date |
| Ending Date | | 9 | 30 | | | | Ending Date |
| | | | | | | | 10- 1 |
| | | | | | | | 9- 30 |
| | | | | | | | 1st Replacement yrs \$ _____ |
| | | | | | | | Subsequent Replacement yrs \$ _____ |
| 10. AUTHORIZING OFFICIAL ² | | | | | | | |
| a. NAME AND TITLE (Type or Print) | | | | b. SIGNATURE | | c. DATE | |

| | | | | | | | |
|---|--|---|--|---|--|--------------------------|--|
| PART 2 - EMPLOYEE DATA REQUIRED BECAUSE OF <input type="checkbox"/> CHANGE <input type="checkbox"/> TRANSFER | | | | | | 11. DATE | |
| 12. NEW DISTRICT DATA | | | | 13. NEW PROJECT DATA | | | |
| a. DISTRICT NAME | | b. CODE | | a. EMPLOYEE LOCATION | | b. CODE (Up to 4 spaces) | |
| | | | | | | | |
| 14. NEW BASIS FOR ALLOWANCE (Uniform Category) | | | | | | | |
| a. NEW UNIFORM DATA | | | | b. NEW TENURE STATUS | | | |
| CLASS | | USAGE FREQUENCY | | <input type="checkbox"/> Permanent (P) <input type="checkbox"/> New Temporary - Single Season (S) <input type="checkbox"/> New Temporary - Multi-Season (M) <input type="checkbox"/> Returning Temporary (R) | | | |
| <input type="checkbox"/> Class A (A) | | <input type="checkbox"/> Daily | | | | | |
| <input type="checkbox"/> Class BC (BC) | | <input type="checkbox"/> Intermittently (I) | | | | | |
| <input type="checkbox"/> Class ABC (ABC) | | | | | | | |
| <input type="checkbox"/> Maternity | | | | | | | |
| 15. ADJUSTED ALLOWANCE | | | | 16. EFFECTIVE DATE (Year/Month/Day) | | | |
| a. Authorized Amount: _____ | | | | 17. REMARKS | | | |
| b. Previous Action (s): _____ | | | | | | | |
| c. Balance: _____ | | | | | | | |
| d. Additional Allowance: _____ | | | | | | | |
| e. New Balance: _____ | | | | | | | |
| 18. AUTHORIZING OFFICIAL ² | | | | | | | |
| a. NAME AND TITLE (Type or Print) | | | | b. SIGNATURE | | c. DATE | |

| | | | | | | | |
|--|--|--|--|--|--|--------------------|--|
| PART 3 - TERMINATION DATA | | | | | | 19. DATE | |
| 20. <input type="checkbox"/> CANCEL ITEMS ON ORDER | | | | 21. <input type="checkbox"/> TERMINATE | | 22. EFFECTIVE DATE | |
| 23. AUTHORIZING OFFICIAL ² | | | | | | | |
| a. NAME AND TITLE (Type or Print) | | | | b. SIGNATURE | | c. DATE | |

FOOTNOTES: 1 First seven digits of SSN 2 Resource Manager or District Uniform Coordinator

ENG FORM 4891-R - INSTRUCTIONS

PART 1 - INITIAL EMPLOYEE DATA

Block 1 thru 4 - Self explanatory.

Block 5 and 6, DISTRICT AND PROJECT DATA - District and Project Codes are designated by the District Uniform Coordinator.

Block 7a, UNIFORM DATA - Check authorized uniform class and frequency of wear .

Block 7b, TENURE STATUS - Check one. Note: Seasonal personnel who return every year are considered "permanent. " See Block 8 for definition of temporary employees.

Block 8, INITIAL ALLOWANCE - This applies to permanent and temporary personnel. Starting date is the date the employee is authorized to wear the uniform. The ending date is 30 September (enter the current fiscal year) for all personnel.

Amount: \$400.00 for permanent personnel who wear the uniform on a daily or intermittent basis. The allowance for temporary personnel is the actual cost of the articles, but no more than \$225.00 for a new single-season temporary (summer or winter uniform required) and \$400.00 for a new multi-season temporary (when multiple seasons are worked within a fiscal year and the summer and winter uniforms are both required). The allowance amount for returning temporary employees is the actual cost of the articles, but no more than \$225.00.

Block 9 , ANNUAL REPLACEMENT ALLOWANCE - This applies to permanent personnel only. Temporary employees do not receive replacement allowances. A new Uniform Allowance form is required to reinstate returning temporary personnel.

Amount: \$400.00 for permanent employees wearing the uniform on a daily basis for the first replacement fiscal year and \$250.00 per year thereafter. \$125.00 per year for permanent employees wearing the uniform on an intermittent basis.

Block 10 - Self explanatory.

PART 2 - EMPLOYEE DATA REQUIRED BECAUSE OF CHANGE TRANSFER

Note: Also complete Block 2 and 4 of Part 1 .

Block 11 - Self explanatory.

Block 12 and 13, NEW DISTRICT AND PROJECT DATA - Enter new District and Project name and codes if applicable. Codes are designated by District Uniform Coordinator .

Block 14a, NEW UNIFORM DATA - Check new authorized uniform class and frequency of wear, if applicable.

Block 14b, NEW TENURE STATUS - Check new status, if applicable.

Block 15, ADJUSTED ALLOWANCE

Block 15a , AUTHORIZED AMOUNT - Employee's present authorized allowance amount .

Block 15b, PREVIOUS ACTION(S) - Amount of allowance spent during the current fiscal year.

Block 15c, BALANCE - Current allowance balance (Subtract Line 15b from Line 15a).

Block 15d, ADDITIONAL ALLOWANCE (if any) - If an individual changes uniform class/wear frequency or tenure during the year, he/she may be authorized an increased allowance to cover the cost of the new or additional item. THE TOTAL UNIFORM ALLOWANCE AUTHORIZED FOR AN INDIVIDUAL IN ANY ONE FISCAL YEAR CANNOT EXCEED \$400.00

Block 15e, NEW BALANCE - The adjusted authorized amount for the remainder of the fiscal year (Add Line 15c and Line 15d).

Block 16, Self explanatory.

Block 17, REMARKS - Explain action taken .

Block 18 - Self explanatory.

PART 3 - TERMINATION DATA

Note: Also complete Block 2 and 4 of Part 1.

Block 19 - Self explanatory.

Block 20, CANCEL ITEMS ON ORDER - Cancel all items that the individual recently ordered but did not receive.

Block 21, 22 and 23 - Self explanatory.

Note: An employee' s existing "Uniform Allowance " form (with Part 1 previously completed) may be used when completing Parts 2 an d 3. Copies must be distributed to the Contractor, District Uniform Coordinator, Project Office (if applicable), and the Employee, each time a part of the form is executed.