



**Department of Corrections and Rehabilitation**  
**NOTICE OF CHANGE**  
**TO DEPARTMENT OPERATIONS MANUAL**  
**Chapter 3, Article 23**  
**Employee Services-Services Charges**

**Transmittal Letter Number:**

15-17

**Revision Date:**

10/28/2015

The purpose of this document is to provide all department staff with information regarding a revision to the Department Operations Manual (DOM) Chapter 3, Article 23, Employee Services.

The purpose of this revision is to conform DOM policy to the State Administrative Manual (SAM), Section 10220 and 11020 that states that employee payments for the use of state resources will be accounted for as "abatements" rather than as "reimbursements". Section 33040.4-Services Charges has been revised to reflect this change. This change was also announced in a memorandum dated October 13, 2015 from the Associate Director of the Accounting Services Branch (attached).

Please inform all persons concerned of the contents of this Notice, which shall remain in effect until it is incorporated into the next edition of the DOM. If you have any questions, please contact Douglas Humphreys, Accounting Services Branch at (909) 483-1570.

*Original signed by:*

TIMOTHY M. LOCKWOOD  
Chief  
Regulation and Policy Management Branch

**DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**OPERATIONS MANUAL**

**CHAPTER 3 -PERSONNEL, TRAINING, AND EMPLOYEE RELATIONS**

**ARTICLE 23 — EMPLOYEE SERVICES**

*Effective December 28, 1989*

*Updated June 14, 2011*

Sections 33040.1 through 33040.3 are unchanged.

*Revised October 28, 2015*

**33040.4 Service Charges**

Service charges shall be established for each authorized service to employees as an abatement to offset costs incurred by the state. Service charges may be on an actual or estimated basis. When it is inappropriate to designate a special service charge, donations to the IWF shall be accepted. Authorized employee services shall be operated on a nonprofit basis by institutional staff.

Sections 33040.5 through 33040.10 are unchanged.

# Memorandum

Date : October 13, 2015

To : CDCR Extended Executive Staff

Subject: **SERVICES TO EMPLOYEES - RECEIPTS**

Beginning Fiscal Year 2015-16, CDCR will begin recording receipts for employee services as abatements (offset of expenditures) rather than reimbursements. This change is in accordance to the State Administrative Manual (SAM) Section 10220 and 11020 which states that employee payments for use of state resources will be accounted for as abatements. This affects receipts related to state-owned housing, dry cleaning, shoe shine, range fees, script sales, salon, and all other employee services.

Accounting Services Branch - Rancho Cucamonga (ASB-RC) will be making the adjustments to align previously recorded 2015-16 receipts for employee services to the appropriate abatement coding.

For questions regarding receipts for employee services, please contact Douglas Humphreys, ASB-RC Manager, at (909) 483-1570 or [Douglas.Humphreys@cdcr.ca.gov](mailto:Douglas.Humphreys@cdcr.ca.gov).



JAIME CORVERA  
Associate Director  
Accounting Services Branch

cc: J. Lopez, Office of Fiscal Services, Deputy Director