

HUMAN RESOURCES MEMORANDUM 24-018		DATE ISSUED: 12/09/2024
SUBJECT: 2025 STATE BAR ASSOCIATION DUES REIMBURSEMENT		REFERENCE: CalHR Manual Section 2007
TO: Office of Legal Services and Office of Administrative Hearing Employees		SUPERCEDES: HR Memo 24-001

Purpose

The purpose of this memorandum is to inform employees of the 2025 State Bar membership dues for reimbursement and related provisions.

Deadline

The annual membership fee for active members is payable on or before **April 1, 2025**.

I. 2025 State Bar Membership Dues

Departments are required to pay **\$553** of the 2025 State Bar membership fee of **\$598** for employees in Bargaining Unit 2 and affiliated excluded employees if State Bar membership is required as a condition of employment.

The state does not pay:

- The \$45 contribution for the Legal Services Assistance option.
- Optional donations for Justice Gap Fund, California Change Lawyers, Legislative (or lobbying-related) Activities Fund, or California Supreme Court Historical Society (CSCHS); nor
- Penalties resulting from late payment of dues unless the state is responsible for the late payment.

Employees who work less than full time or less than one year will be eligible for the time-based prorated reimbursement of the annual state bar dues.

II. Local or Specialty Bar Dues

DGS will pay up to **\$200** annually for job-related bar association, specialty sections and local bar membership dues, if State Bar membership is required as a condition of employment. The employee may be reimbursed for more than one local or specialty bar as long as the total reimbursement does not exceed \$200.

Employees who work less than full time or less than one year will be eligible for the time-based prorated reimbursement of the local or specialty annual bar dues.

III. Reimbursement when State Bar Membership is Not Required

For rank-and-file employees in Bargaining Unit 2 who are **not** required to be members of the State Bar as a condition of employment, the department may provide one of the following:

1. Reimbursement of the \$553 portion of State Bar dues described in Option “1” (the reimbursable amount for an “inactive” membership would be \$160); or

2. Two Professional Development Days (PDD), per Unit 2, Memorandum of Understanding, Article 12, Section 12.8 B.

- Option “1” is available only for employees who are eligible to be State Bar members. Unit 2 employees who are not attorneys are entitled to only option “2”.
- PDD for employees who work less than full time and/or less than a full year will be prorated based on time worked.
- PDD must be requested and approved in the same manner as vacation or annual leave.

IV. Reimbursement for Excluded Employees

Excluded employees are entitled to reimbursement for up to **\$100** annually for membership dues of a professional organization or for a job-related professional license fee directly related to the employee’s professional discipline.

V. Reimbursement for California Rules of Court, rule 9.9.5 (Attorney Fingerprinting)

Departments shall provide reimbursement of the **\$49** processing fee for the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) review, and up to \$35 for vendor fees incurred due to the requirements of California Rules of Court rule 9.9.5 (Attorney Fingerprinting) for employees in Bargaining Unit 2 and affiliated excluded employees if State Bar membership is required as a condition of employment.

Methods of Reimbursement/Payment of Bar Dues

Direct Payment

DGS can pay membership fees directly to the State Bar following the procedures outlined below. However, direct payment cannot be used for employees choosing to pay any optional fees (itemized on lines 10-16 of the membership dues statement) and must follow the reimbursement method described in the ‘Reimbursement’ section below.

1. Employees:

- Log in to their account in ‘[My State Bar Profile](#)’ starting on 02/01/2025 to make necessary updates (status, address changes, etc.) and meet reporting requirements in order to avoid non-compliance penalty fee. DGS will not be liable to pay for penalty or late fee incurred by employee.
- Provide supporting documentation such as original remittance (coupon) portion of their membership no later than 02/18/2025 to their Program Administrator designated to prepare the payment package for processing. “Legal Services Assistance” must show that \$45 has been deducted.

2. Program Administrator:

- Create an Administrator’s profile by logging into the ‘[Agency Billing](#)’ menu of the State Bar of California website. Any questions on this process should be directed to the State Bar at AgencyBilling@calbar.ca.gov or (888) 800-3400.

- Upload a spreadsheet with their attorney's names and Bar Numbers. The system will generate the billing information for each attorney, including any current section memberships. Please make any changes necessary, including deleting any optional deductions not paid by the department as listed above.
- Submit the billing information with the breakdown of fees for each attorney to OHR, Personnel Transactions Unit by 3/4/2025 for review and approval.

3. OHR-Personnel Transactions Unit:

- Review the billing information list submitted by Program Administrator to confirm each employee's eligibility and determine if there are employees working less than full time or less than one year not eligible for full reimbursement and return to OFS-Accounting with approval by 3/11/2025 (3 weeks before the 4/1/2025 payment deadline).

4. OFS-Accounting:

- Audit the billing information list approved by OHR and notify Program Administrator to provide the rest of supporting documentation such as Supplier check request to process the payment.
- Prepare one check for dues and section fees by 3/18/2025, payable to "California State Bar." Send the check, list, and invoice generated in the Agency Billing process in one envelope addressed to:
State Bar of California
P.O. Box 842142
Los Angeles, CA 90084-2142

NOTES: Employee membership dues statements received after 03/11/ 2025, will be processed through the reimbursement method, as described below.

Reimbursement

Employees who make individual payments due to penalties, optional fees, or other reasons can request reimbursement for the eligible fees by submitting Travel Expense Claims (TEC) to OFS-Accounting via CalATERS and must include proof of payment, a copy of their annual membership dues statement, and a copy of their membership card.

References

The information in this memorandum is referenced in California Department of Human Resources (CalHR) Human Resources Manual [Section 2007 – State Bar Dues](#), the [Bargaining Contracts - MOUs, Business and Professions Code section 6140 to 6145](#), and [California Code of Regulations, Title 2, Sections 599.921](#).

Questions

If employees have questions not addressed in this memorandum, they are encouraged to contact their supervisor/manager.