



POLICIES AND PROCEDURES MANUAL

SUBJECT Clothing, Tool and Other Allowances	DEPARTMENT Human Resources	DEPARTMENT IDENTIFICATION 1400		
	SECTION 1484	PAGES 1-3	EFFECTIVE DATE 12/18/12	REVISION DATE CC Adoption

1.0 PURPOSE

To detail the policies and procedures of the City of West Allis in regard to clothing, tool and other allowances provided to City employees.

2.0 ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all City of West Allis departments and employees as specified herein.

3.0 POLICY

It is the policy of the City of West Allis to provide clothing, tool and other allowances to employees as deemed necessary and/or required for the performance of their position.

4.0 REFERENCES

City of West Allis Revised Municipal Code Sections 2.76(19)
 City of West Allis Policies & Procedures Manual, Policy No. 1468 – Vehicle Operation and Driving Policy/Mileage Reimbursement

5.0 PROCEDURES

5.1 Clothing Allowance

The Clothing Allowance shall be paid based on budgeted FTE; an employee holding a budgeted position of less than full-time shall have their Clothing Allowance prorated accordingly.

5.1.1 Police Department

- a. Non-represented protective service employees and Parking Control Operators shall be paid \$140.00 allowance in March and September, \$280 annually, for maintenance and cleaning of uniforms and/or work clothing as approved by the Police & Fire Commission (PFC).
- b. The Police Chief and other designated non-represented protective service employees who wear plain clothes shall be paid a \$400 allowance for said clothing on or about December 1 of each year.

5.1.2 Health Department

Community Health Nutritionists, Public Health Nurses I & II, and Public Health Specialists shall be paid \$10.00 per month, payable quarterly, as reimbursement for the cost of cleaning and maintenance of laboratory coats.

- 5.1.3 Department of Public Works/Engineering
- a. The Fleet Services Division shall be provided 17 pairs of coveralls (5 changes per week). In January of each year these employees will be given the option of selecting either a coverall uniform or pants and shirt set for that calendar year.
 - b. The Sanitation and Streets Division shall be provided 20 coveralls (2 changes per week); Maintenance Repairer coveralls will be personalized.
 - c. The Water Division shall be provided 17 coveralls (weekly change).
 - d. The Building and Electrical Services Division shall be provided 9 coveralls (weekly change) and 1 pair of painter's trousers, and 1 set (3 changes per week) of pants and shirts for Plumber.
 - e. Refuse Collectors and Sewer Crews shall be provided gloves for use on the job.
 - f. Maintenance Repairers and Maintainers assigned to the Street and Sewer Section shall be provided, as needed, but not more than 1 pair of overshoes per year.
 - g. Arborists having 60 hours or more of on-the-job climbing in the previous calendar year, shall be provided a \$50.00 allowance per year towards the purchase of Arborist climbing boots upon presentation of a receipt specifying the purchase of climbing boots (the receipt being retained by the City).

- 5.1.4 Fire Department
The City of West Allis contracts with a vendor to maintain and clean uniforms and/or work clothing as approved by the PFC.

5.2 Tool Allowance

The Tool Allowance shall be paid based on budgeted FTE; an employee holding a budgeted position of less than full-time shall have their Tool Allowance prorated accordingly.

5.2.1 Department of Public Works/Engineering

A cash allowance, as approved by the Department Head/designee, shall be paid annually to each employee using personally owned tools, in the following classifications:

- Equipment Mechanics: \$160
- Carpenters: \$65
- Maintenance Repairers, Fleet Services Division: \$55

5.3 Other Allowances

5.3.1 Health Department

The City shall pay the Wisconsin Registered Nurse License renewal fee for all employees who submit their renewal notice to the Health Commissioner/designee by January 15 of the renewal year or as soon thereafter as possible as the employee receives the notice.

Employees shall submit renewal certificates to the Health Commissioner/designee by March 1 of the renewal year or as soon thereafter as the employee receives the certificate. In no event shall the City pay late fee charges.

5.3.2 Department of Public Works/Engineering

- a. The City shall pay the State registration fees for employees who qualify as Professional Engineers, and for up to two (2) Land Surveyors.
- b. The City shall pay the cost and renewal fee for a Commercial Driver's License (CDL) for those positions requiring a CDL. (This applies to the Safety and Training Coordinator assigned to the Public Works facilities.)

5.3.3 Other

- a. The City shall furnish prescription safety glasses to those employees requiring them for the safe performance of their duties.
- b. City vehicles furnished to designated employees shall be subject to the terms and conditions set forth in Policy 1468, Vehicle Operation and Driving Policy/Mileage Reimbursement.
- c. As determined by the Department Head and included in their approved Department budget, the City shall pay the applicable certification, license, membership, etc., fee/cost for employees who require said certification, license, membership, etc., to perform the duties of their position.
- d. As determined by the Department Head and included in their approved Department budget, a regular, benefitted Department of Public Works employee employed on or after January 1, 2019 would be provided one pair of appropriate footwear (steel toed, meeting American Society for Testing Materials compression ratings, leather (no mesh), hard sole) up to a value of \$150/pair. A total of \$200 for Arborists for purchase of Arborist climbing boots. The shoes would be furnished by the City through qualified vendors as determined by the Safety and Training Coordinator. A secondary option would be an employee may select a vendor of their choice every year if funding is available. Wearing of safety shoes meeting the requirement above is mandatory. Eligible employees must remain employed for six (6) months following receiving the safety shoe reimbursement. If an employee resigns, retires, or is involuntarily terminated prior to said time frame (i.e., 6 months), said employee shall owe the City the amount of the safety shoe monies paid. Further, if said employee is required to repay, the City is authorized to withhold the amount from the employee's paycheck.