



POLICIES AND PROCEDURES

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

1.0 PURPOSE:

To describe 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, boards, commissions and employees except protective service employees unless otherwise included by City Ordinance or Policy and Procedure.

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)

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.

Parking Control Operators shall be paid an allowance of \$70.00 quarterly during March, June, September and December, or a total of \$280.00 annually, to be used for the maintenance and cleaning of all uniforms and/or work clothing.

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:

- 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;
- The Sanitation and Streets Division shall be provided 20 coveralls (2 changes per week); Maintenance Repairer coveralls will be personalized;
- The Water Division shall be provided 17 coveralls (weekly change);
- 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;
- Refuse Collectors and Sewer Crews shall be provided gloves for use on the job.
- 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.
- 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).

5.2 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 will be paid annually to each employee using personally owned tools, in the following classifications:

- Equipment Mechanics: \$160.00;
- 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 will the City pay late fee charges.

5.3.2 Department of Public Works/Engineering.

- The City shall pay the State registration fees for employees who qualify as Professional Engineers, and for up to two (2) Land Surveyors.
- 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 Department of Building Inspections and Neighborhood Services

- Effective January 1, 2013, a Building, Plumbing and/or Electrical Inspector holding an additional State of Wisconsin Inspector Certification above and beyond the certifications required in their respective position description will be compensated \$520 per calendar year to be paid over 26 pay periods when approved in writing by the Director or Assistant Director of BINS. In addition, the

City will pay for recertification, training, continuing education credits and other fees necessary for the maintenance of that Inspector Certification.

5.3.4 Other.

- The City shall furnish prescription safety glasses to those employees requiring them for the safe performance of their duties.
- 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 any employee who requires said certification, license, membership, etc., to perform the duties of their position.