

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Clothing Allowance

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Clothing Allowance

INTENT:

To compensate employees for the expenses associated with Town uniforms/attire and safety equipment.

SCOPE:

This policy applies to all permanent full-time employees.

PROCEDURE / IMPLEMENTATION:

NON-UNION

1. The Town shall supply uniforms and clothing for the Fire Chief/Community Emergency Management Coordinator and Deputy Fire Chief as deemed required. When uniforms (excluding shirts) are deemed by the Chief to need cleaning, he shall arrange to have them cleaned and submit the invoice for payment.
2. The Town shall provide the Chief Building Official, Building Inspector, Building Inspector/Plans Examiner, Manager of Public Services, Roads and Parks Superintendent, Water and Sewer Superintendent, Public Works Office Manager and the Inspector/Coordinator of Development Services, Manager of Recreation Services and GIS Analyst a maximum annual allowance of \$250.00 for the purchase of safety footwear subject to the limitation that such safety footwear will be replaced upon presentation of the former issue, and further a hardhat in accordance with relevant legislation
3. The Town will provide the Chief Building Official, Building Inspector, Building Inspector/Plans Examiner, Roads and Parks Superintendent, Manager of Public Services, Water and Sewer Superintendent, Public Works Office Manager and the Public Works Inspector/Coordinator of Development Services, and Manager of Recreation Services, 3 pants,

three (3) work shirts, and one spring jacket annually, and (except for the Public Works Office Manager) one winter parka, and rainwear upon presentation of the former worn issue. All other employees will be entitled to a spring jacket, to be replaced upon presentation of the former worn issue. The Town agrees to repair or replace articles of clothing damaged while at work for any office employee. Proof of damage must be made on the day it occurs.

UNION

1. The Town shall provide outside and arena staff with the necessary clothing and equipment while engaged in the duties for the Town as defined in the Collective Agreement. The Town shall contract with a supplier to supply three (3) pairs of work pants, three (3) work shirts and one (1) spring jacket annually on presentation of the former worn issue. Either insulated coveralls or overalls and winter parka where necessary for those normally performing outside duties, and thermal boots and liners to be replaced upon presentation of the former worn issue. Any damaged clothing will be also be replaced. Clothing is to be supplied no later than April 1st of each calendar year. The Town shall also provide a maximum annual allowance of \$250.00 annually upon submission of receipts for the purchase of safety footwear subject to the limitation that such safety footwear will be replaced upon presentation of the former issue.
2. The Town shall provide each regular office employee a \$250.00 clothing voucher that shall be redeemed at an establishment to be determined by the employer. In addition, the office employees shall receive 3 shirts annually which are to be worn during business hours.