

RESOLUTION NO. 2019-01
(12-18-18)

RESOLUTION AUTHORIZING THE REIMBURSEMENT OF CLOTHING ALLOWANCE POLICY

WHEREAS, the Village of Caledonia is reviewing Personnel Manual policies to ensure consistency and legal compliance;

WHEREAS, the current Reimbursement of Clothing Allowance Policy needs to be updated to ensure consistency and to add a few safety requirements for Personal Protective Equipment;

WHEREAS, the Village has drafted a Reimbursement of Clothing Allowance Policy to replace the current Reimbursement of Clothing Allowance Policy in the Personnel Manual and is attached hereto as **Exhibit A**;

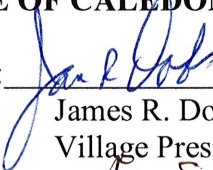
WHEREAS, the Personnel Committee of the Caledonia Village Board has reviewed the new Reimbursement of Clothing Allowance Policy, recommends adopting the new Policy; and

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board the new Reimbursement of Clothing Allowance Policy as of January 1, 2019 replaces the current Reimbursement of Clothing Allowance Policy.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 7th day of January, 2019.

VILLAGE OF CALEDONIA

By: _____


James R. Dobbs
Village President

Attest: _____


Karie Torkilsen
Village Clerk

12. Reimbursement of Clothing Allowance Policy

Clothing Allowance: All Employees of the Utility District, Highway, Engineering, and Building Departments.

Subject to the approval of the employees' supervisor, employees shall be reimbursed for purchases of safety boots and clothing listed below in an amount not to exceed Four Hundred and Fifty Dollars (\$450.00) per year to be paid on the last payday in December of each year for the current calendar year. This amount will be prorated for new employees. Copies of receipts shall be provided for all reimbursement requests. A new pair of safety boots must be purchased every year. The clothing allotment shall be used to reimburse the purchase of the following clothing equipment: rain suit, rubber boots, crack-sealing boots, work pants, work shirts and coveralls. The Village shall provide coveralls and cleaning of coveralls for the Highway Department mechanic year round. Other employees will be responsible for cleaning their own coveralls during the year, except when they are required to do crack-sealing; then the Village will pay for the cleaning. In addition to providing the clothing reimbursement, the Village will provide the following protective equipment:

- Hard hat
- Goggles
- Gloves
- Dust masks
- Safety vests
- Ear protection
- Face shields
- Prescription safety glasses (up to \$300 reimbursed every two years)

The policy outlined in the Personnel Manual for Caledonia Highway Department Local 704, Water and Sewer Utility District Employees and Other Employees will be replaced with this policy.

There will be no change to the Police Management Employees Policy as outlined under this section of the Personnel Manual.

Revised: 8/17/18

Effective: January 1, 2019

Resolution: 2019-01