

**RESOLUTION NO. 2020-94**

**RESOLUTION AUTHORIZING THE REVISED REIMBURSEMENT OF CLOTHING ALLOWANCE POLICY**

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

**WHEREAS**, the current Reimbursement of Clothing Allowance Policy needs to be updated to ensure consistency among the Police and Fire Departments; and

**WHEREAS**, the Village has drafted a revised 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**; and

**WHEREAS**, the only change to the Reimbursement of Clothing Allowance Policy is for the Police and Fire Management Employees, not any other departments of the Village; and

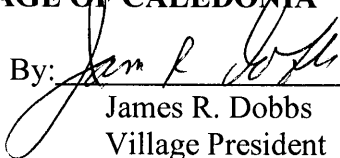
**WHEREAS**, the Fire Management Employees section replaces the portion of Addendum #1 (exception to Application of Village of Caledonia Personnel Manual for Fire Department Battalion Chiefs (4) - Section 12, Reimbursement of Expenses and Clothing and stops any past practice of clothing allowance for the Fire Department Battalion Chiefs; and

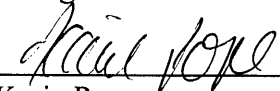
**WHEREAS**, the Personnel Committee of the Caledonia Village Board has reviewed the revised Reimbursement of Clothing Allowance Policy, recommends adopting the revised Policy; and

**NOW, THEREFORE, BE IT RESOLVED** by the Caledonia Village Board the revised Reimbursement of Clothing Allowance Policy as of October 20, 2020 replaces the current Reimbursement of Clothing Allowance Policy.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 19<sup>th</sup> day of October, 2020.

**VILLAGE OF CALEDONIA**

By:  \_\_\_\_\_  
James R. Dobbs  
Village President

Attest:  \_\_\_\_\_  
Karie Pope  
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

## **Police Management Employees**

Subject to the approval of the employee's supervisor, police management employees shall be reimbursed for the purchase of clothing and equipment that are directly job related in an amount not to exceed Five Hundred Dollars (\$500.00). The clothing reimbursement shall be paid for the preceding calendar year on the first payday in January of each year. Copies of receipts shall be provided for all reimbursement requests.

New management employees hired from outside the Department shall be provided with up to One Thousand Dollars (\$1,000.00) as reimbursement for the purchase of the department prescribed uniform and other job related clothing and equipment items that are not provided by the Village. All items are subject to approval by the Chief of Police. The subsequent clothing reimbursement payment shall be prorated, and new management employees shall receive the normal allotment as prescribed each year thereafter.

Handguns, police shields, handcuffs, service belt, handcuff pouch, ammunition carrier, helmet, radio holder, traffic safety vest, pepper spray, conducted energy weapon, expandable baton and holster shall be furnished by the Village and shall always be Village property. If new a new piece of equipment is required for all department members, the Chief of Police will assess whether it is feasible and/or appropriate for the item to be paid for through the police budget or by each individual officer through their uniform reimbursement. The equipment list furnished by the Village may change based on the needs of the department.

All clothing and gear, except the items listed above are the property of the employee and shall be purchased from his/her clothing reimbursement allowance.

During the process of an apprehension and/or arrest clothing and equipment damaged shall be replaced or repaired by the Village. This shall include watches, not to exceed \$15.00. Prior to replacement, requests shall be submitted in writing to the Police Chief for his/her consideration. Excluded from this article are rings and other items that are considered jewelry.

During the process of an apprehension and/or arrest in which an employee's eyeglasses are damaged beyond repair, the Village of Caledonia shall compensate the employee in the following manner:

1. Reimburse the department member for their prescription glasses in an amount not to exceed \$200.00

2. 100% on eye exam (if necessary). If an eye exam is necessary, the Village reserves the right to designate an optometrist. Prior to the exam or lens replacement, the Chief of Police shall submit a written recommendation to the Village Administrator. Excluded from this article are contacts.

For body armor and carriers purchased after January 1, 2021, the Village will provide the initial issue body armor at threat level IIIA and carrier authorized by the Village and replace the authorized body armor according to the manufacturer's replacement schedule, up to a maximum of \$1,000 and to include within that \$1,000 amount additional body armor and carrier accoutrements selected by the employee and authorized by the Chief only if the cost of the armor and carrier is less than \$1,000. An employee who needs body armor or the carrier replaced prior to the manufacturer's replacement schedule, except if the body armor or carrier is destroyed due to on-the-job reasons, shall replace the body armor or carrier at his or her cost with armor or carrier authorized by the Chief of Police.

Employees who are supplied with body armor shall be required to use it or will be subject to discipline unless the Chief of Police determines that use of the vest is not necessary. The body armor shall be the property of the Village and the Chief may authorize replacement due to duty related damage.

Revised: 9/30/20  
Effective: October 20, 2020  
Resolution: 2020-94

## **Fire Management Employees**

Subject to the approval of the employee's supervisor, fire management employees shall be reimbursed for the purchase of clothing and equipment that are directly job related in an amount not to exceed Five Hundred Dollars (\$500.00). The clothing reimbursement shall be paid for the preceding calendar year on the first payday in January of each year. Copies of receipts shall be provided for all reimbursement requests.

New management employees hired from outside the Department shall be provided with up to one thousand (\$1,000.00) as reimbursement for the purchase of the department prescribed uniform and other job related clothing and equipment items that are not provided by the Village. All items are subject to approval by the Chief of Fire. The subsequent clothing reimbursement allowance shall be prorated, and new management employees shall receive the normal allotment as prescribed each year thereafter.

The following uniforms are required for Fire Management Employees:

### Class A uniform

- White Bell cap with hat badge and gold braid
- Dark Blue Dress Coat with gold braiding, CFD and American Flag patches
- White Dress Shirt with CFD and American Flag patches
- Dark Blue Dress Pants
- Black polishable dress shoes
- Black 2" black belt
- White Shirt
- Dark Blue neck tie

### Class B uniform

- White Dress Shirts with CFD and American Flag patches.
- White Polo shirts with CFD emblem
- Dark Blue work pants
- 2" black Belt
- Black polishable work shoes/boots

All clothing and gear listed above are the property of the employee and shall be purchased from the employees clothing reimbursement payment.

The following will be provided by the Village:

- 2 badges
- 1 hat badge
- 2 sets of collar brass
- Turn out coat
- Bunker Pants
- Bunker Boots
- Fire Helmet with Helmet shield with appropriate rank designation
- (2) Fire Hoods
- (1) Pair of gloves
- Hi Vis traffic vest
- Hi Vis Jacket
- (1) pair of non-prescription safety glasses
- (1) pair of hearing protection

Created: 9/30/20

Effective: October 20, 2020

Resolution: 2020-94