

ADMINISTRATIVE REGULATION UNIFORM COMPENSATION

	AR-2017-51
Eff. Date:	7/31/2017
Supersedes:	AR-2013-49
Date:	7/31/2017
City Manager Approval:	J. Ray

The term “*annually*” is defined as the fiscal year from July to June. Provided that the department has adequate funding available in their fiscal year budget the following are the maximum limits to uniform compensations. The Department Head has discretionary ability to approve, deny, allow substitutions, or replacements, provided that funds are available. If an employee voluntarily terminates position or is terminated by personal actions within 3 months of date of hire they will reimburse costs associated with uniforms. If the employee does not return items within 24 hours from termination, the cost of the items will be taken out of their final pay check.

1. General Uniform (Taxable).

PROVISION	FULL-TIME EMPLOYEE	PART-TIME EMPLOYEE
Boots (regular)	\$150 annually	\$150 annually
Jackets (includes hoodies & vests)	Summer/Fall	\$100 annually
	Winter	\$150 annually
	Police Department	\$250 annually
Insulated Overalls or Insulated Bib Overalls	1 per 2 years	-
Pants (any combination of shorts, regular, non-insulated bib overalls)	\$300 annually	\$175 annually
Shirts (any combination of sweatshirts, long sleeve, short sleeve)	\$300 annually	\$200 annually

2. General Attire (Taxable).

PROVISION	ANNUALLY
Any combination of hats, shirts, jackets and/or vests	Maximum \$200

3. Personal Protective Equipment (Non-taxable).

PROVISION	ANNUALLY
Boots	Steel Toe
	Specialty (1 pair per 2 years)
Jackets (Fire Retardant)	Summer
	Winter (1 per 2 years)
Insulated Overalls (Fire Retardant)	1 per 2 years
Pants (Fire Retardant) (any combination of regular, non-insulated overalls, bib overalls)	\$350 (Limit 5)
Shirts (Fire Retardant)	Short Sleeve
	Long Sleeve
Prescription Safety Glasses	(as required, not to exceed) \$200 annually

ADMINISTRATIVE REGULATION Uniform Compensation

(Date of Receipt)

I _____ am in receipt of the Administrative Regulation entitled Uniform Compensation and understand that I am required to read and become familiar with this regulation. If I have questions or need further clarification I will contact my Supervisor/Department Head, City Manager or the Human Resources Department.

Employee Signature

Date

For Human Resources Use Only

Date Received: _____

HR Representative: _____