



03-10 Clothing Allowance & Reimbursements	
Effective Date:	05-25-2022
Previous Revisions:	4-5-2021
Owner:	Fiscal

Policy Approved:



 David Newman, Director, Solid Waste Management

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 Date

I. Purpose

The document describes the Solid Waste Management Department’s (SWMD) clothing allowance and safety glasses reimbursement procedure.

This policy supersedes the April 2021 version. This policy has been edited for clarity, but there is no change in the dollar amount of the allowance or reimbursement. Equipment specifications have been removed from this policy; refer to policy 06-10, Personal Protective Equipment for criteria.

II. Policy

Employees are required to purchase their own work boots, gloves, and tools (Fleet only). SWMD provides a clothing and tool allowance to defray those costs. The allowance will generally cover the employee's costs and are not intended to compensate the employee for the exact amount spent. Receipts are not required for the clothing allowance. Prescription safety glasses are an optional item, and proof of purchase is required for reimbursement.

III. Allowance and Reimbursement Cycles

The clothing and tool allowance will be paid twice per year. The first cycle is October through March, with a payment in April. The second cycle is April through September, with a payment in October.

Qualifying positions must meet the following criteria during the cycle:

- 1) Must have been on regular duty status 480 hours or more during the reimbursement cycle.
- 2) Must be in regular duty status at the time the clothing or tool allowance is paid.
- 3) Changes in position, transfers, or promotions occurring during a cycle must meet the two conditions above to receive reimbursement the next cycle.

Employees on non-work status at the time of reimbursement may receive reimbursement upon clearance and return to regular duty, but this payment is not guaranteed. Department Director approval is required for any exceptions not outlined in this policy.

New employees receive the allowance only during the scheduled disbursement times, regardless of their actual start date. Therefore, an employee may receive an allowance while on probation.

Loss or damage due to employee negligence is not covered by the department; costs for replacement are the responsibility of the employee.

IV. Clothing Allowance - Eligible Positions

Solid Waste (full amount)

- Maintenance Crew Leader I
- Maintenance Crew Leader II
- Brush Collection Crew Leader
- Solid Waste Equipment Operator
- Solid Waste Senior Equipment Operator
- Automated Collection Services Trainer
- Side Loader Equipment Operator
- Solid Waste Collection Truck Driver
- Truck Driver
- Solid Waste Collection Worker
- Solid Waste Route Inspector
- Solid Waste Collection Route Supervisor
- Maintenance Worker (not those in Fleet or the Flyer Crew)
- Landfill Technician
- Household Hazardous Waste Technician

Solid Waste (partial amount)

- Maintenance Worker (Flyer Crew)

Fleet (partial amount)

- Heavy Equipment Mechanic I
- Heavy Equipment Mechanic II
- Heavy Equipment Mechanic III
- Heavy Equipment Service Advisor
- Fleet Maintenance Technician
- Stock Clerk
- Maintenance Worker

V. Tool Allowance - Eligible Positions

- Fleet Maintenance Technician I
- Heavy Equipment Mechanic I
- Heavy Equipment Mechanic II
- Heavy Equipment Mechanic III
- Heavy Equipment Service Advisor

VI. Allowance Amount

- 1) Solid Waste Division employees: \$175
- 2) Maintenance Workers on the Flyer Crew or in Fleet: \$100
- 3) Fleet Division: \$100 for clothing and \$750 for tools

With the Department Director's approval, employees who are not on the Section IV eligibility list may be eligible to receive a onetime safety boot reimbursement, that will not exceed the amount above. This is meant to reimburse non-operational staff that may need safety boots for a special project. For example an administrative position that will be working on a waste characterization project may be reimbursed for safety boots. An original receipt must be submitted with the reimbursement request.

VII. Prescription Safety Eyewear

Employees who require prescription lenses and whose job duties expose them to potential eye hazards may request reimbursement for prescription safety glasses.

- Maximum fiscal year reimbursement of \$100.00; employee is responsible for any cost above that.
- Must provide an original receipt of purchase to the Fiscal Section.
- Must provide a copy of the prescription issued within the last three years.
- Refer to policy 06-10 for minimum eyewear specifications
- Employees are not required to turn in protective prescription safety glasses in the event of an end of employment.

VIII. Fiscal Procedures

A. Clothing Allowance Procedure

- Generate the Position Status Report from SAP
- Run the Time Evaluation Results transaction through SAP (PT_BALDO)
- Filter out all employees that have not worked a total of 480 standards hours or more during the reimbursement cycle
- Obtain list of employees who are not on regular work status from HR
- Filter out these employees from the Positions Status Report
- Send the final list with all employees eligible to receive reimbursement

B. Eyewear Procedures

- Employee requests reimbursement from supervisor
- Employee submits copy of prescription, receipt of purchase, and pictures of glasses to the Fiscal Section. Pictures must display the following:
 - Side shields if required
 - Stamp or engraving showing the ANSI stamp (see policy 06-10)
- Fiscal will forward the photo to the safety section for approval
- Fiscal accountant fills out a Travel & Miscellaneous Expense Report and provides to the supervisor to receive employee signature
- Supervisor obtains signature on the form and submits it to the Fiscal Section
- Fiscal accountant will process an out-of-pocket expense