

## **Municipality of West Elgin**

### **Schedule "A" to By-Law #2021-XX**

#### **Policy HR-1.3**

#### **Clothing/Footwear Allowance Policy**

**Effective Date:** February 17, 1998

Last Review Date: May 27, 2021

### **Policy Statement**

- 1.01 To establish a clothing and footwear allowance for full-time employees and volunteer fire fighters.

### **Policy**

- 2.01 All full-time employees will receive a footwear allowance as follows:
- (a) At the beginning of each calendar year the amount of \$150.00
  - (b) An additional \$50.00 for staff required to wear safety boots.
  - (c) Full-time employees who have not completed their probation period will receive the above noted compensation \$150.00 upon completion of their probationary period.
- 2.02 Uniformed clothing to be supplied to employees of the Operations and Community Services Department.
- 2.03 In lieu of a clothing allowance full time office staff will receive \$150.00.
- 2.04 For the Public Works Department employees, summer coveralls will be supplied. Winter coveralls will be supplied as required and approved by the Department Head.
- 2.05 The Head of each Department shall ensure that all uniformed clothing shall be returned by employees who no longer work for the municipality.
- 2.06 Volunteer Firefighters shall receive clothing as follows:
- (a) Station wear to be purchased for all firefighters during their probation, after having served for a minimum of three (3) months. Individual items will be replaced on an as needed basis, at the discretion of the Fire Chief.
  - (b) Dress uniforms purchased after three (3) years of continuous service. Individual items will be replaced on an as needed basis, at the discretion of the Fire Chief.

- (c) Station and dress wear uniforms are to be returned to the fire department for anyone serving less than ten (10) years.