

Municipality of West Elgin

Schedule “A” to By-Law #2021-35

Policy HR-1.3 Clothing/Footwear Allowance Policy

Effective Date: February 17, 1998

Last Review Date: June 10, 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 upon hiring and will be replaced on an as needed basis, at the discretion of the Department Head. Items include:
- (i) 5 pairs of pants
 - (ii) 5 short sleeve shirts
 - (iii) 5 long sleeve shirts
 - (iv) Summer coveralls
 - (v) Insulated coveralls/coat
 - (vi) Rain gear
- 2.03 In lieu of a clothing allowance full time office staff will receive \$150.00.
- 2.04 The Head of each Department shall ensure that all uniformed clothing shall be returned by employees who no longer work for the municipality.
- 2.05 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. Items include:
 - (i) Shirt
 - (ii) Pants
 - (iii) Belt
 - (iv) epaulettes
- (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. Items shall include:
 - (i) Pants
 - (ii) Shirt
 - (iii) Tie
 - (iv) Tunic
 - (v) Cap
 - (vi) White gloves
- (c) Station and dress wear uniforms are to be returned to the fire department for anyone serving less than ten (10) years.