

**SUBCHAPTER 5
UNIFORMS AND CLOTHING ALLOWANCES**

350-90. General Provisions; Uniforms and Clothing Allowances. Unless stated otherwise in a certified collective bargaining agreement while it is in force and in effect, uniforms and clothing allowances shall be as follows:

1. PROCEDURE. The heads of all departments providing or requiring uniforms or uniform allowances shall:

a. Establish uniform and equipment requirements and specifications.

b. Determine items to be provided to employees.

c. Requisition these items through the procedure established by the department of administration, with the exception of the health department, division of public health services.

d. Establish procurement and inspection procedures for their respective departments.

2. EQUIPMENT. All equipment directly paid for out of city funds shall remain the property of the city and shall be properly cared for by the individual to whom issued and shall revert to the respective city department upon the employee's severance from service.

3. CITY PROPERTY. Specific items of the uniform which shall be determined by the head of the department shall remain the property of the city and shall revert to the respective city department upon the employee's severance from service unless the employee has served 18 months in uniformed status.

4. UNIFORM REPLACEMENT. The need for and timing of uniform replacement is at the discretion of the respective department head. Items damaged or destroyed in the line of duty shall be replaced or the employee compensated at the discretion of the respective department head.

5. MINIMUM DAYS' SERVICE. No payment made under this subchapter shall be made for service in a uniformed status for any calendar month in which the employee is on the payroll for less than 14 days, exclusive of any furlough time. One full month's allowance shall be granted for service in a uniformed status in any calendar month during which the employee is on the payroll for 14 days or more. In the event of death of an employee of uniformed status, uniform allowance shall be paid for time accrued, if this amounts to 14 days or more for the calendar month.

6. PAYMENTS NOT TO AFFECT PENSION. Payments made under this subchapter shall not be construed as being part of the employee's base salary and shall not be included in the computation of any fringe benefits. Such payments shall not have any sum deducted for pension benefits, nor shall such payments be included in any computation establishing pension benefits or payments.

350-91. Fire Department: Uniform and Clothing Allowance.

1. POSITIONS ELIGIBLE.

a. Employees in active service and in the following position classifications shall be entitled to a maximum annual uniform and clothing maintenance allowance of \$325 so long as they remain in active service with these position classifications:

a-1. Fire Chief.

a-2. Assistant fire chief.

a-3. Battalion chief classifications.

a-4. Deputy chief, fire.

b. Members of the honor guard shall receive, in addition to the amount provided in par. a, an annual maintenance allowance of \$60.

2. INITIAL ITEMS. a. Each employee promoted to the rank of battalion chief shall upon regular appointment to such rank be provided with one approved coat and one pair of approved trousers and one white helmet.

b. Employees promoted to the rank of battalion chief shall upon regular appointment to that rank be provided with one dress coat, one 8-point dress cap, one pair of dress trousers and one dress overcoat. These items shall be provided on a one-time only basis.

3. SUMMER CLOTHING. Employees promoted to the rank of battalion chief shall upon regular appointment to such rank be provided with one summer jacket on a one-time only basis.

4. REPLACEMENT. a. The department shall replace articles of initial allowance of uniforms for fire dispatch supervisor whenever the articles have been condemned on account of normal wear and tear by the fire chief or the chief's designee.

b. The department shall replace articles of initial issue and, in addition, firefighting gloves and boots for classifications listed in sub. 1-a-1 to 4, whenever the articles have been condemned by the chief on account of normal wear and tear.

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5. SAFETY SHOE ALLOWANCE. Nonrepresented management employees in active service and in the following position classifications shall be entitled to the standard safety shoe allowance provided represented employees, as negotiated by collective bargaining agreement, so long as they remain in active service in these positions:

- a. Fire equipment repair manager.
- b. Fire equipment repairs supervisor.

350-92. Police Department: Uniform and Clothing Allowance. 1. POSITIONS ELIGIBLE.

Employees in active service and in the following position classifications shall be covered by the provisions of this section so long as they remain in active service, within these position classifications:

- a. Chief of police.
- b. Assistant chief of police.
- c. Deputy chief of police.
- d. Police commander.

2. REPLACEMENT ALLOWANCE.

Department members covered by this section shall be entitled to receive a clothing allowance of \$450 per year. Payment made under this subsection shall be paid in December of the year in which they were earned. Pro rata adjustment to the nearest calendar month on the basis of length of service will be made for eligible employees serving less than a full calendar year. For purposes of prorating, an employee on the payroll for at least 14 days in a calendar month shall be entitled to receive the payment provided under this subsection for that calendar month. An employee on the payroll for less than 14 days in a calendar month shall not be entitled to receive payments provided under this subsection for that calendar month.

3. UNIFORMS DAMAGED IN THE LINE OF DUTY. Members of the police force occupying the position classifications specified in sub. 1 shall be compensated for items of uniform and equipment prescribed by the police department which are directly or indirectly destroyed in the line of duty. In each instance, the chief of police shall determine the amount of compensation.

4. APPLICABILITY. During a calendar month an employee shall not be entitled to receive uniform allowance benefits under both sub. 2 and a collective bargaining agreement.

350-93. Department of Public Works; Clothing Allowance.

1. CLOTHING ALLOWANCE.

Effective pay period 2, 2012, certain employees in the department of public works who meet the criteria set forth in sub. 2 shall be eligible for an annual clothing allowance.

2. ELIGIBILITY.

a. Operations driver/workers and tractor operators shall be eligible to receive \$215 as an annual clothing allowance.

b. Employees with job titles not specified in par. a shall be eligible to receive \$110 as an annual clothing allowance based on job assignments identified by the department of public works.

c. The department of public works may establish additional eligibility criteria for employees identified in pars. a and b to be eligible to receive an annual clothing allowance.

3. ANNUAL PAYMENT.

a. For an eligible employee to receive the clothing allowance payment for calendar year 2012, the employee shall have met the eligibility criteria set forth in sub. 2 in 2012, and have been on the payroll, or on an authorized leave of absence, on or after April 1, 2013. No employee who has received a clothing allowance payment for 2012 prior to the effective date of this ordinance [April 4, 2013] shall be eligible to receive any additional clothing allowance payment for 2012.

b. Annual payments for calendar year 2013 and thereafter shall be made at a time as determined by the department of public works.

350-94. Safety Shoe Allowance. Employees working in a classification which management has determined requires the wearing of approved safety shoes shall be eligible for the standard safety shoe allowance of \$130 annually for the reimbursement of the purchase of safety shoes. Payments made under this section shall not be construed as being part of an employee's base salary and shall not be included in the computation of any fringe benefits. Such payments shall not have any sum deducted for pension benefits, nor shall such payments be included in any computation establishing pension benefits or payments.

350-95. Safety Glasses Allowance. The city shall provide eye protection or prescription safety glasses to all full-time active employees as required by the federal occupational safety and health administration and the city and as recommended by the American national standards institute. Under s. 340-23, the department of employee relations shall issue and enforce standards for authorizing safety glasses. The city is not responsible for the eye examination to obtain the prescription, the repair or replacement of glasses damaged due to non-work related activities or negligent use by the employee.

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