

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: B-08
POLICY: Uniform and Safety Footwear Allowance			
DATE: NOV30/94	REV. DATE: OCT 29/03	COVERAGE: All Full- and Part-time Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The County of Renfrew provides an allowance to full-time and part-time employees who are required to wear uniforms and/or safety footwear in the performance of their duties.

PROCEDURE:

1. Consult the appropriate Union Agreement for any deviations to the following.
2. See the appropriate Employment By-law for allowance amounts.
3. Employees required to wear uniforms and/or safety footwear on a regular daily basis receive an annual allowance based on an October 1st to September 30th year. The allowance is granted on the following basis:
 - (a) full allowance for those who are actively at work for more than one-half of a year;
 - (b) one-half allowance for those who are actively at work for one-half of the year or less; and
 - (c) no allowance for those who are not actively at work for the whole year.
4. Employees who are required to wear uniforms and/or safety footwear on an occasional basis receive the allowance once every three (3) years.