



## Municipality of Crowsnest Pass Policy

Policy No.:	1812-01
Policy Title:	Clothing and Boot Allowance Policy
Approval Date:	September 29, 2015
Revision Date:	
Supersedes Policy:	
Department:	Finance and Corporate Services – Human Resources

### 1.0 POLICY PURPOSE

The Municipality is pleased to offer Clothing and Boot Allowances to all Permanent Employees of the Municipality of Crowsnest Pass in accordance with the Collective Agreement. The purpose of this policy is to describe eligible items, the process for claiming these allowances and other considerations.

### 2.0 DEFINITIONS

**“Boot Allowance”** means a reimbursable sum provided to Employees that require CSA approved steel toed boots for their employment duties.

**“Business Attire”** means office and business appropriate attire to wear to work.

**“Clothing Allowance”** means a reimbursable sum provided to Inside Employees for the purchase of Business Attire.

**“CAO”** means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

**“Municipality” or “Municipal”** means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

**“Office Employees”** means those positions allocated as Inside Employees in the Collective Agreement and encompasses employees that primarily work in the Municipal Office.

**“Outside Employees”** means those positions allocated as Outside Employees in the Collective Agreement and typically refers to Operations and Community Services Employees that work outside of the office.

**“Permanent Employee”** means any person employed with the Municipality that occupies a permanent position as specified by their hire letter.

### **3.0 POLICY STATEMENTS**

#### **3.1 Clothing Allowance**

Permanent Office Employees are entitled to a maximum of \$ 150 per year unless otherwise specified in the Collective Agreement for a Clothing Allowance with receipts.

a. Eligible Items

Costs up to \$150 incurred for the purchase of Business Attire made in the calendar year are eligible and includes items such as footwear, suits, pants, blouses, shirts, tops, ties, skirts, accessories and Municipal polo shirts or other wearable logo items.

- b. Employees that terminate their employment within two months of purchase of clothing or boots, will be required to refund the Municipality a pro-rated amount based on their termination date.

#### **3.2 Boots**

Safety Boots will be provided every second year to Employees that require CSA approved steel toed boots for their employment duties including Outside Employees with receipts up to an amount of \$300 unless otherwise specified in the Collective Agreement.

a. Eligible Items

Costs up to the maximum amount specified in the Collective Agreement for the purchase of CSA approved Safety Boots, insoles and laces are eligible for reimbursement in the amount of \$300 every second year with the provision of a receipt. Employees can elect to purchase up to three pairs of boots in a two year period.

#### **3.3 How to Submit a Claim**

- a. Employees should submit a claim form with receipts for the above mentioned allowances for up to the full amount once per calendar year or once every two calendar years if the employee is taking option 3.2(a)(ii).
- b. Receipts should be submitted to Corporate Services for reimbursement.

#### **3.4 Taxes**

- a. The Clothing Allowance is a taxable benefit by the Canada Revenue Agency and as such, applicable taxes will be taken and the benefit will be provided through Payroll.
- b. The Boot Allowance is a non-taxable benefit and will be reimbursed through Accounts Payable.

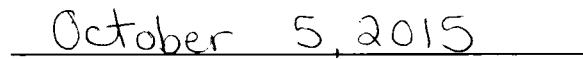
### 3.5 Administration

- a. The Clothing and Boot Allowance will be administered by the CAO of the Municipality of Crowsnest Pass as delegated to the Corporate Services Department.
- b. Decisions on eligibility of items will be made based on this policy.
- c. Disputes regarding this policy can be brought forward to the Corporate Services Department.


#### MUNICIPALITY OF CROWSNEST PASS



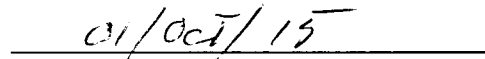
Blair Painter, Mayor



Date



Sheldon Steinke, Chief Administrative Officer



Date