



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #: 217	Approval Date: 8/5/2014
Policy Title: Uniform Allowance/Reimbursement	Effective Date: 1/1/2025
Owner: Human Resources Committee	Revision Date(s): 1/1/2017; 11/7/2017; 01/01/2019; 7/15/2022, 02/11/25

I. PURPOSE

The purpose of this policy is to provide financial support for employees required to wear uniforms including footwear, ensuring employees have the necessary attire and uniform equipment to perform job duties professionally and safely.

II. POLICY

Dodge County provides a uniform allowance to the Sheriff's Office Sworn employees in accordance with the labor contract language. A uniform allowance is also provided to the Sheriff's Office Non-Sworn employees and to specific Highway Department employees.

III. STANDARDS

A. Sheriff's Office Employees Uniform Allowance

1. Jail Division: Each regular employee receives an annual cash allowance of \$500.00 for the purchase of uniforms.
2. All other Non-Sworn Employees: Each regular employee receives an annual cash allowance of \$425.00 for the purchase of uniforms.
3. Certified Law Enforcement Management: Each regular employee receives an annual cash allowance equal to the Sworn Association Agreement amount for the purchase of uniforms.

B. Highway Department

1. In a two-year period Highway Department mechanics and welders will be furnished with a maximum of ten (10) pairs of coveralls; other Highway Department employees will be furnished with 3 pairs of coveralls in a 2 year period. Any additional pairs of coveralls are to be paid for by the Employee.
2. Dodge County will provide an annual reimbursement to Highway Department Employees for safety apparel, and boot reimbursement, up to a maximum of \$200.00, which will be reimbursed to the employee upon presentation of an approved paid receipt.
 - i. To qualify for reimbursement, high visibility safety apparel must meet ANSI 107 type R class 2 or class 3 compliance using reflective striping material (including vests, shirts, shorts, jackets, hats, and pants) shirts and vests must have at minimum half sleeves.
 - ii. Footwear must meet ASTM F2413-18 standards to qualify for reimbursement.

3. Dodge County will allow for an annual reimbursement to Highway Department employees of up to \$125.00 per year for approved prescription safety glasses, if needed, upon presentation of an approved paid receipt.

IV. GUIDELINES

A. Sheriff's Office Employees

1. Newly hired employees receive a proration of their first calendar year's uniform allowance at the time of hire, as well as an initial uniform purchase allowance of \$200.00.
2. The uniform allowance is intended to be used for initial purchase of non-issued uniforms and uniform equipment as well as replacement, repair and dry cleaning caused by normal wear, but not for replacement and/or repair of County owned leather goods and equipment. If an employee's uniform, equipment or personal belongings are damaged, broken or destroyed in the course of his/her duties, these articles will be repaired or replaced by the County at their value when purchased at no cost to the Employee if the item is turned in to the County. The cost of repair or replacement will not to be deducted from the employee's uniform allowance.
3. The value of watches is limited to \$40.00 and glasses are limited to \$100.00. Cosmetic and jewelry items are not eligible for reimbursement.
4. If an Employee terminates employment during the year, the uniform allowance is prorated and the employee must repay to the County the difference between the prorated amount and the actual amount received. Repayment will be through payroll deduction when possible.
5. Employees will be responsible for any issued items and must return them to the County upon termination of employment.
6. Please refer to the Sworn Association Agreement for uniform allowance for Sworn Association employees.
7. All uniform allowance payments will be made on the second payroll of each year.

B. Highway Department

1. Newly hired employees in these classifications will be eligible to receive a prorated amount of the maximum reimbursement upon completion of their orientation period.
2. If an Employee terminates employment during the year, the reimbursement is prorated and the employee must repay to the County the difference between the prorated amount and the actual amount received. Repayment will be through payroll deduction when possible.
3. Any portion of the reimbursement not used by the end of the calendar year will not be carried forward into the succeeding calendar year and will not be paid out.

V. PROCEDURE

A. Highway Department

1. Reimbursement is made upon approval of a receipt to either the Superintendent, Assistant Highway Commissioner or the Highway Commissioner submitted within 30 days of the purchase.
2. All purchases must be made and receipts submitted to payroll no later than the last day of the pay period of the last pay date of the calendar year.