

POLICY 527 UNIFORM ALLOWANCE

1. Policy. Employees in the Sheriff's Office are expected to maintain clean, pressed, and professional looking uniforms at all times. The County will provide an annual allowance to employees in the Sheriff's Office to assist in the expense of the required uniform.

2. Payment of Uniform Allowance.

2.1 Employees in the positions of Captain, Lieutenant, Detective Sergeant, Sergeant, Correctional Officer, and Civilian Jail Sergeant will be allocated up to \$720 annually for the purchase of new uniforms.

Effective January 1, 2016, employees must submit a receipt for reimbursement in order to access uniform allowance funds.

2.2 The following applies to new employees.

2.2.1 Upon hire, new employees will receive the equivalent of one annual uniform allowance in lieu of uniform reimbursement for the first twelve months of employment.

2.2.2 Employees who voluntarily terminate their employment within the first three months of employment will be required to reimburse the County the annual uniform allowance, less the cost of the shirts upon return of the shirts to the Sheriff's Office.

2.2.3 Employees who voluntarily terminate their employment within the first four to six months of employment will be required to reimburse the County ½ of the annual uniform allowance, less the cost of the shirts upon return of the shirts to the Sheriff's Office.

2.2.4 The reimbursement will be automatically deducted from the employee's final paycheck.

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Eau Claire County
Employee Policy Manual