

Proposed Policy

Village of Harrison Apparel and Clothing Allowance Policy

I. Purpose

The purpose of this policy is to provide a consistent framework for the purchase and administration of Village-paid work apparel and uniforms; promote a professional appearance; support safety and operational needs; and maintain cost control and administrative consistency. Covered employees must obtain authorized work apparel and uniforms through Village-approved vendors and processes established under this policy.

II. Scope and Allowance Schedule

This policy applies to the following employee groups:

Employee Group	Annual Allowance	Approved Items	Exclusions / Special Rules	Notes
Full-Time Public Works employees, Utility Superintendent, and Utilities Operators	\$300.00 per calendar year	Approved apparel items	Pants are excluded from this allowance unless otherwise authorized by the Village.	Employees may also receive reimbursement of up to \$100.00 per calendar year for approved steel-toed boot purchases, subject to submission of an itemized receipt.
Eligible Full-Time Village of Harrison and Harrison Utilities Office staff	\$300.00 per calendar year	Approved apparel items	No additional exclusions unless specified by the Village.	
Harrison Fire Rescue Paid-on-call employees	One approved department shirt per calendar year	Annually approved department shirt, and a Class B Uniform shirt after probationary period.	Additional items are at the firefighter's expense.	Insignia included for Class B Uniforms, additional apparel may be purchased through the department's approved ordering process at the employee's own expense

Eligible Full-Time Harrison Fire Rescue Staff	\$300.00 per calendar year	Approved apparel items, approved black shoes and tactical/uniform pants.	Items outside approved department standards are excluded.	Class B Uniform Shirt and insignia paid for upon hire. Employees may also receive reimbursement of up to \$100.00 per calendar year for approved black shoe/boot purchases.
Village Board Trustees	1 approved polo and 1 approved long sleeve	Approved apparel items		1 of each item per elected two-year term.

Unless otherwise approved, replacement items and any amount exceeding the applicable annual allowance are the employee's responsibility.

III. Definitions

Apparel Items: Shirts, polos, jackets, sweatshirts, hoodies, hats, safety apparel, outerwear, footwear if specifically authorized, and other items approved for work use, including branded items. Apparel items do not include personal clothing items not expressly approved under this policy.

Approved Vendor(s): Vendors designated by the Village as authorized sources for work apparel or uniform purchasing under this policy.

Eligibility: This policy applies to employees classified by the Village as full-time and Paid-on-call, as defined in the Employee Handbook.

Reimbursement: Payment made to an employee for an eligible out-of-pocket purchase that is expressly authorized under this policy.

IV. Policy Statement

All work apparel and uniform orders covered by this policy must be placed through the Village's approved vendor(s) and in accordance with the ordering process in Section V.

The annual allowance under this policy is not a cash benefit and will not be paid directly to employees. It is the maximum annual amount the Village will spend on approved purchases made through authorized channels.

Except as otherwise expressly authorized in writing in advance under this policy, purchases made outside approved vendor(s) are not eligible for reimbursement and will not be paid by the Village or Harrison Utilities, even if the item is similar to an approved item.

Unused allowance amounts expire at the end of each calendar year and do not carry over.

V. Ordering Process

During two scheduled ordering periods each calendar year, the HR Manager will initiate the apparel ordering process by requesting employee sizes and item selections from Department Supervisors or their designees.

The Department Supervisor or designee is responsible for collecting, reviewing, and submitting requests to the HR Manager.

Authorized in-person ordering for Public Works employees, the Utility Superintendent, and Utilities Operator must occur as a department-coordinated visit. The HR Manager must be notified in advance of the participants, date, and location of the order visit.

Full-time Harrison Fire Rescue order requests must be submitted to the HR Manager for review and approval before any order is placed.

Employees may not place independent orders unless expressly authorized in writing in advance by the HR Manager.

Off-cycle orders for new hires, damaged required items, or operational necessity may be approved by the HR Manager in coordination with the applicable department.

VI. Payment and Reimbursement

Direct payment to approved vendors is the standard payment method under this policy.

Reimbursement is permitted only for approved boot purchases.

All reimbursement requests must include an itemized receipt and must be submitted within 30 days of purchase unless otherwise approved.

Any amount exceeding the applicable annual allowance or reimbursement limit is the employee's responsibility.

VII. New Hires, Replacements, and Exceptions

New employees hired after January 1 may receive a prorated annual allowance (by month) or an initial issue of required apparel, as determined by the Village and the applicable department.

Required safety apparel or replacement of damaged work items may be handled separately from the annual allowance when approved by the department and the HR Manager.

Any exception to this policy must be approved in writing in advance by the HR Manager, with input from the applicable Department Supervisor as appropriate.

VIII. Use, Care, and Return of Village-Paid Apparel

Village-paid apparel is intended for work use or other authorized Village representation.

Employees are expected to maintain Village-paid apparel in a clean, serviceable, and professional condition and may not alter branded apparel without authorization.

The Village may require return of certain branded or specialty apparel upon separation from employment or change in assignment, where appropriate.

Lost items or items damaged through negligence may be replaced at the employee's expense unless otherwise approved by the Village.

IX. Compliance

Failure to follow this policy may result in one or more of the following, as appropriate to the circumstances:

- denial of reimbursement or payment for unauthorized purchases; and
- corrective action, up to and including discipline, for repeated, intentional, or otherwise serious noncompliance, consistent with Village policy and any applicable employment agreements.

X. Administration

Policy Owner: Clerk/HR Manager, or designee.

The approved vendor list will be maintained by the Clerk/HR Manager in coordination with Harrison Utilities and applicable department leadership.

The approved vendor list will be reviewed periodically, and at least annually, for pricing, service, and compliance with Village requirements.

The HR Manager is authorized to develop administrative forms and procedures necessary to implement this policy.