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**VILLAGE BOARD MEETING****From:**

Meghan Winkler, Clerk/HR Manager

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**VILLAGE OF HARRISON****Meeting Date:**

July 28, 2026

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**Title:**

Apparel and Clothing Allowance Policy Update

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**Recommended Action:**

Motion to approve the proposed Apparel and Clothing Allowance policy as presented and authorize its inclusion in the Village's Personnel Manual, replacing the existing Clothing Allowance policy, effective January 1, 2027.

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**Background and Additional Information:**

Prior to sharing with the Village Board, the proposed policy was shared with department heads for review. Department heads were given the opportunity to provide feedback. The proposed policy was prepared to provide a clearer and more consistent process for purchasing and administering Village-paid work apparel and uniforms.

The current policy provides different clothing allowances and apparel requirements for Public Works and Utilities Operators, permanent part-time employees, office staff, volunteer firefighters, and the Fire Chief. It also allows unused clothing allowance funds to carry over to the following year with Village Manager approval.

The proposed policy keeps the general concept of providing Village-paid apparel or apparel allowances for eligible employee groups, but it creates a more structured policy with clearer rules for eligibility, approved items, ordering, payment, reimbursement, carryover, new hires, replacements, and compliance.

The main changes include establishing approved vendors, requiring apparel orders to go through the Village's approved ordering process, and clarifying that the annual allowance is not a cash benefit paid directly to employees. The proposed policy also states that unused allowance amounts expire at the end of each calendar year and do not carry over.

The proposed policy also separates boot reimbursement from the regular apparel allowance for certain positions.

In addition, the proposed policy provides clearer rules for new hires, replacement items, damaged required items, off-cycle orders, and exceptions. Any exceptions must be approved in writing in advance by the HR Manager, with input from the applicable Department Supervisor as appropriate.

Overall, the proposed policy provides more detailed guidance and better administrative control over Village-paid apparel. It is intended to promote a professional appearance, support safety and operational needs, maintain cost control, and ensure the policy is applied consistently across departments.

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**Budget Impacts:**

There is no impact on the 2026 budget; a minor impact is expected in the 2027 budget.

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**Attachments:**

Current Clothing Allowance Policy

Updated Apparel and Clothing Allowance Policy