

# VILLAGE OF ROSCOE

## AGENDA ITEM - STAFF REPORT



**Agenda Item:** Amendment to Employee Handbook – PPE Reimbursement for Part-Time Public Works Employees

**Date:** July 1, 2025

**Meeting:** COTW

**Prepared by:** Anne Hanson

**Department:** Public Works

### Overview/Background Information

Staff is requesting Village Board approval to amend the Employee Handbook to include a reimbursement policy for personal protective equipment (PPE) for part-time Public Works employees who meet eligibility requirements.

The Public Works Department routinely employs part-time seasonal workers to support operations during both summer and winter seasons. These employees often perform tasks that require safety equipment to ensure compliance with workplace safety standards and reduce risk of injury. While full-time employees receive appropriate PPE provisions, part-time employees currently do not receive reimbursement for certain essential items.

To promote safety, encourage seasonal retention, and ensure consistent standards across the department, staff recommends instituting a limited reimbursement program for qualified part-time Public Works/Parks employees.

### Fiscal Note/Budget Impact

Only 2 part-time employees qualify this year, the estimated annual cost of this benefit is minimal and can be absorbed within the existing Parks PPE budget (01-050-4611).

### Action Required/Recommendation

Staff recommends approval of this addition to the Employee Handbook to support employee safety and retention in seasonal Public Works/Parks roles.

### Attachments

Draft Policy