employees will be required to pay the mandatory employee contributions, and the City will pay required employer contributions per WRS guidelines.

Deferred Compensation

Employees may elect to defer a specified amount from each paycheck into a deferred compensation plan. The amount deducted from each paycheck shall be deposited by the City to the account of the employee for accumulation and earning under the deferred compensation plan provided by the agency selected by the employee. Deferred compensation is fully funded by the employee, the City makes no contributions.

The City will periodically allow recognized deferred compensation program agencies to meet with employees to assist them in determining their voluntary participation by facilitating predetermined payroll deductions and keeping records of such deductions.

POLICY 4.24 UNIFORM REIMBURSEMENT

Employees who are required to wear special clothing or use special equipment for their work will receive an allowance of the following amounts:

a) Uniform Allowance:	$100/yearly (paid second check of January)
b) Safety Shoes/Boots:	$100/yearly (paid second check of January)
c) Public Safety Uniform Allowance:	Same as Union Allowance (paid second check of January)
d) Glasses with Safety Lenses:	$50/2 years (paid when proof of purchase provided)

POLICY 4.25 PARKING

City employees will receive employer-paid parking in either a specific parking location or a parking lot.

POLICY 4.26 EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT POLICY

All employees, elected officials, and members of commissions and committees who are directed or authorized to travel beyond the borders of the City, and the community in which they live, on behalf or in the service of the City shall be entitled to reimbursement for lodging, meals, transportation, communications and miscellaneous expenses upon submission of such expenses on an Expense Report along with receipts. Expenses incurred by employees will be reimbursed if they are necessary, reasonable, and of standard quality, reported and supported in proper detail, and approved by the employee's supervisor. All receipts for reimbursement must be submitted to Finance within 60 days after the date of event.

Employees should reference the Travel Expense Guidelines policy for details as published and updated by the Finance Department when determining allowable expenditures.

POLICY 4.27 RELOCATION STIPEND AND REIMBURSEMENT

The City of Sheboygan, when providing in its offer of employment, may consider relocation assistance to exempt employees that are moving from locations 50 miles away or more from their current residence. Limited relocation assistance may be provided on a case-by-case basis; however, this provision of any agreement will require the approval of the City Administrator. A moving and/or relocation lump-sum payment will be subject to the following reimbursement process. The amount will be paid to the employee with their first paycheck.