



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Safety

SUBJECT: Safety Shoe, Safety Glasses, Tools and Clothing

POLICY NUMBER: 3.960

PAGES: 3

EFFECTIVE DATE: November 14, 1995

REVISION DATE: April 24, 2012

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

PURPOSE:

To reduce the chance of injury from flying debris and contact with objects or other health hazards for regular full-time employees and for identification of City staff that interact with the public. To reimburse position of Mechanic/Welder for replacement tools, not covered under warranty.

POLICY:

Safety Glasses: The City will pay/reimburse up to a maximum of \$50 for prescription safety glasses for those positions that require safety glasses.

Tool Replacement: The City will pay for the cost of the replacement tools, not covered under warranty for the position of Mechanic/Welder as approved by the Street Superintendent or his/her designee.

Street Division Maintenance Employees:

Employees are eligible for reimbursement up to one hundred fifty dollars (\$150) per year to be used toward the purchase of work coats, work pants, coveralls, required ANSI-75 specification safety shoes and gloves for general work duty and warmth. The City will provide shirts and pants or coveralls to the position of

Mechanic/Welder and Equipment Technician by a vendor chosen by the City and in the best interest of the City. The City of Marshfield will provide when needed construction safety vests labeled with City of Marshfield logo.

Parks and Recreation Employees:

Parks and Recreation Maintenance employees are eligible for reimbursement up to one hundred fifty dollars (\$150) per year to be used toward the purchase of work coats, work pants, coveralls, required ANSI-75 specification safety shoes and gloves for general work duty and warmth. Parks and recreation maintenance staff, seasonal recreation program staff and aquatic staff may be provided attire with the department logo to assist the public in identification of staff in the performance of their duties subject to approval of the City Administrator.

Wastewater Utility Hourly Employees (effective 1-1-14):

The City will provide (7) seven uniform units including industrial trousers and shirts and/or coveralls. The uniforms provided will be cleaned and delivered on a weekly exchange program according to a schedule determined by a vendor chosen by the City and in the best interest of the City. In addition, employees can submit receipts up to one hundred (\$100) per year to be used toward the purchase of ANSI-75 specification safety shoes and/or overshoes.

Ordinance Enforcement Officers (OEO) (effective 1-1-14):

OEO's are eligible for reimbursement up to five hundred (\$500) per year to be used toward the purchase of uniform clothes (includes replacement badges, name tags, insignia and uniform alterations), uniform footwear and uniform related equipment consistent with department uniform policy. The City will furnish new OEO's with their initial uniforms. In the event the probationary employee fails to complete his/her probationary period, all uniforms and items purchased by the City shall become the property of the City and shall be turned over to the Chief or his designee.

Protective Service Managers:

Protective service managers (Police Chief, Police Lieutenants, Police Sergeants, Fire Chief and Deputy Fire Chiefs) will receive a uniform allowance of five hundred (\$500) for 2012. A protective service manager who leaves their respective department for any reason during 2012, except death, shall allow the City to deduct from their final paycheck the amount due the City on a prorated basis. Effective January 1, 2013 protective service managers are eligible for reimbursement up to five hundred (\$500) per year to be used toward the purchase of uniform clothes (includes replacement badges, name tags, insignia and uniform alterations), uniform footwear and uniform related equipment consistent with department uniform policy.

Adult Crossing Guards:

Adult Crossing Guards will be provided safety vests and safety jackets and other related equipment. Upon end of employment all equipment will be returned to City.

Police Auxiliary Members:

Police Auxiliary Members upon request of the executive committee will receive uniform shirts, jackets and equipment as needed. Upon end of service all clothing and equipment will be returned to the City.

Parks and Recreation Seasonal:

Parks and Recreation seasonal staff may be provided City of Marshfield logo attire.

Individuals required to work in the construction/maintenance field (as listed below) are eligible for reimbursement with supervisor approval, as needed up to \$100.00 per year to be used toward the purchase of work coats, work pants, and required ANSI-75 specification safety shoes. The City of Marshfield will provide when needed construction safety vests labeled with City of Marshfield logo.

Assistant City Engineer	City Engineer	Director of Parks and Recreation
Assistant Street Superintendent	City Surveyor	Parks and Recreation Maintenance Supervisor
Assistant Wastewater Utility Superintendent	Civil Engineer II	Plumbing Inspector
Building Services Supervisor	Maintenance Technician	Street Superintendent
Cemetery Laborer	Electrical Inspector/Assistant Building Inspector	Wastewater Superintendent
Cemetery Sexton	Engineering Technician I	Custodian at Police Department (as needed)
		Director of Public Works

PROCEDURE:

An original receipt of purchase will be required for reimbursement. Supervisor will make a copy for City records with the original receipt being returned to the employee. When and where available the City may participate in direct billing.