



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sean McGhee, Pat Newson, Valerie Watson  
**DATE:** 19/03/2018  
**SUBJECT:** Proposed Clothing Policy Amendments  
**ATTACHMENTS:** Draft Clothing Allowance Policy

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### **RECOMMENDATION:**

**THAT** the Council of the Township of North Huron hereby receive the report of the Director of Public Works, the Director of Recreation and Facilities and the Manager of Childcare Services dated March 5, 2018 regarding proposed changes to the Township of North Huron clothing allowance policy;

**AND FURTHER, THAT** the Council of the Township of North Huron hereby adopts the attached clothing allowance policy and replaces Articles 7.0 and 8.0 of Policy C 3.3, Dress, Grooming, and Personal Hygiene of the North Huron Human Resources Policy Manual, with the attached;

**AND FURTHER, THAT** the attached clothing allowance policy take effect on January 1<sup>st</sup>, 2018 (retro-active).

### **EXECUTIVE SUMMARY**

The Township of North Huron clothing allowance policy is incorporated into Policy Number C-3.3 (8.0) of the North Huron Resources Policy Manual and reads as follows:

*"A clothing allowance of \$130.00 will be paid to all full-time employees in December of each year. Employees who receive safety clothing or a uniform through the Township to perform his/her job will be provided with safety clothing or a uniform up to the value of \$130.00 per annum and will receive the balance remaining of the \$130.00 once the necessary apparel has been purchased. No carry over."*

The policy goes on to cite the authority of the department head to permit necessary spending on safety gear or uniforms exceeding the indicated threshold should it be deemed appropriate to do so. In addition to the \$130.00 clothing allowance, the policy permits for up to \$100.00 per annum under Article 7.0, for employees performing tasks requiring the use of safety footwear.

The policy clearly states that should the individual employee not elect to spend the allotted funds, they will receive an annual rebate from the municipality. This resulted in a total of \$3,274.00 rebated back to full-time employees who did not utilize the allowance last year.

A team consisting of Pat Newson, Director of Recreation and Facilities, Valerie Watson, Manager of Child Care Services, and Sean McGhee, Director of Public Works met to review the existing policy. The team understands it was Council's direction to ensure that existing municipal funds allocated for clothing allowance would be spent on safety clothing and uniforms. There would no longer be payouts to employees in December of each year who spend less than \$130.00 on safety clothing and/or uniforms.

## **DISCUSSION**

Under the Occupational Health and Safety Act, the Township is required to "*take every precaution reasonable in the circumstances*" to protect employees. The Township's obligation under this Act is to ensure employees are wearing appropriate safety apparel during the performance of their work. In addition to requiring employees to wear appropriate safety apparel as part of their job description, the Township supports its obligations under the Occupational Health and Safety Act by providing a financial contribution to employees towards the purchase of safety work wear through the clothing allowance policy.

The proposed policy was developed to focus on employee safety as well as uniforms, and as such, was developed under the following headings:

- Personal Protective Equipment (PPE)
- Safety Work wear associated with Occupational Health and Safety;
- Uniforms or branded products required for identification of employees;
- Personal clothing;
- Footwear.

The proposed policy applies a fixed cost to the purchase of footwear and increases the limit for footwear available to qualifying personnel from \$100 to \$125. The footwear allowance was increased based on increases in market pricing for safety footwear since the current policy, dated 2009, was developed.

Beyond this, all purchasing thresholds would continue to be established by the Department Head, based on regulatory obligation, operational need, or corporate vision. This is consistent with the existing policy in that C-3.3 gives authority to the Department Head to approve purchases above the indicated allowance when warranted. The proposed policy also grants the CAO the authority to allow clothing purchases for extenuating circumstances. Extenuating circumstances beyond the scope of the policy may arise and the CAO can ensure such circumstances are treated fairly and consistently across all departments.

## **FINANCIAL IMPACT**

The proposed policy represents a reduction of overall municipal operating budget of \$1,200.<sup>00</sup> in year one of implementation with calculated savings of \$2,950.<sup>00</sup> in the second year. These savings are based on changes in footwear and personal clothing policy alone.

Safety apparel and uniform costs typically exceed the \$130.<sup>00</sup> per person identified in the existing policy and fluctuate from year to year based on operational need. These expenses would continue to be budgeted and managed through the Department Heads under the authority of the Policy. It is expected that these costs will remain consistent with previous years.

## **FUTURE CONSIDERATIONS**

The policy, if approved would be subject to future review and amendments, pursuant to changes in Regulation, and as deemed appropriate by Council from time to time.

## **RELATIONSHIP TO STRATEGIC PLAN**

This project relates to **Goal No. 4** of the Strategic Plan in that the administration is fiscally responsible and strives for operational excellence,



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Sean McGhee, Director of Public Works



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Dwayne Evans, CAO