



TOWN OF ERVING

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ADM-160

Policy

Clothing Allowance Policy

Approved: _____

Select Board Chair, Jacob A. Smith

Date: December 05, 2022

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.01 Issue Date / Effective Date

This policy is issued and effective on December 05, 2022.

This policy supersedes the Clothing Allowance Policy previously issued on November 23, 2015.

.02 Purpose and Policy

The Town shall provide an annual clothing allowance, in the amount of \$500.00 to full-time employees that are assigned to the departments listed, towards the purchase of articles of clothing that are suitable for daily wear such as jeans and t-shirts, etc. This clothing allowance is not in place of uniform expenditures that are required as a condition of employment.

- Highway
- Buildings & Grounds
- Wastewater & Water

.03 Payment of the Benefit

1. The payment of this benefit is considered a payroll item and will be disbursed to eligible employees by the second payroll after hire, and then in the first payroll of the subsequent fiscal year, less applicable taxes and withholdings. The United States Internal Revenue Service has determined that allowances for any article of clothing that is suitable for daily wear (jeans, t-shirts, workout clothes, etc.) are taxable.
2. Payment of this benefit is not eligible towards earnings for retirement calculations.