

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES OF THE TOWN OF APPLE VALLEY

Summary Statement:

To provide greater clarification to Rule 19 – Dress Code Guidelines, Section 19.4 – Uniform Guide, #4 the Town Manager/Personnel Officer proposes to revise this section of the Personnel Policies and Procedure manual. This revision defines a specified boot allowance for the purchase and repair of safety boots.

Staff conducted a survey of municipalities to determine the customary boot allowances paid by other public agencies. We receive a total of 16 responses from various agencies, the average boot allowance of those 16 agencies was \$148.44; the Town Manager recommends revisions of Uniform Guide #4 to establish a boot allowance of \$150.00 per fiscal year.

Exhibit A reflects all proposed changes to this section of the manual.

Recommended Action:

Adopt Resolution No. 2009-32, a Resolution of the Town of Apple Valley amending the Personnel Policies and Procedures Manual of the Town of Apple Valley.

Proposed by: Susan Ward, Human Resources Manager **Item Number** _____

T. M. Approval: _____ **Budgeted Item** **Yes** **No** **N/A**

Exhibit A

Section 19.4 Uniform Guide, #4 currently reads as follows - remove:

Safety-toe boots or shoes provided by the Town shall be worn with the uniform. Ordinarily tennis shoes, sandals, etc., are not permitted for safety reasons.

New wording for Section 19.4, #4 - add :

Each Town employee required to wear "safety" steel-toed boots/shoes, shall receive a boot/shoe allowance of \$150.00 annually at the beginning of the fiscal year (July 1). Said safety-toe boot/shoe allowance shall constitute full and complete compensation for the purchase of department approved safety-toed boots/shoes, or reimbursement for required repairs of an existing pair of safety-toed boots/shoes during and throughout the fiscal year (July 1 through June 30).

Department safety-toed boots/shoes are intended to be worn exclusively while performing work for the Town of Apple Valley. Cleaning, care and proper upkeep (polish, oil, laces, etc.) of the safety-toe boot/shoe shall be the responsibility of the employee. Premature failure of the safety-toe boot/shoe, requiring repair or replacement, shall be the sole responsibility of the employee.

Safety-toe boots/shoes must be worn at all times during working hours; no other type of footwear is permitted due to potential safety issues. Safety-toed boots/shoes must meet the requirements of the American National Standard for Personal Protection-Protective Boot Wear. Approved footwear must include toe protection (steel), impact and compression protection and a shank/arch support.

Failure to purchase appropriate safety footwear, or to wear approved safety-toed boots/shoes during the work day and keep them free of safety related defects shall constitute grounds for disciplinary action.

RESOLUTION NO. 2009 –32

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES OF THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the Personnel Policies and Procedures for the Town of Apple Valley employees;

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Apple Valley Personnel Policies and Procedures are hereby amended as follows:

Rule 19 DRESS CODE GUIDELINES

Section 19.4, #4

Each Town employee required to wear “safety” steel-toed boots/shoes, shall receive a boot/shoe allowance of \$150.00 annually at the beginning of each fiscal year (July 1). Said safety-toe boot/shoe allowance shall constitute full and complete compensation for the purchase of department approved safety-toed boots/shoes, or reimbursement for required repairs of an existing pair of safety-toed boots/shoes during and throughout the fiscal year (July 1 through June 30).

Department safety-toed boots/shoes are intended to be worn exclusively while performing work for the Town of Apple Valley. Cleaning, care and proper upkeep (polish, oil, laces, etc.) of the safety-toe boot/shoe shall be the responsibility of the employee. Premature failure of the safety-toe boot/shoe, requiring repair or replacement, shall be the sole responsibility of the employee.

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Failure to purchase appropriate safety footwear, or to wear approved safety-toed boots/shoes during the work day and keep them free of safety related defects shall constitute grounds for disciplinary action.

1. This resolution shall become effective on July 28, 2009.
2. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.
3. PASS, APPROVED AND ADOPTED THIS 28TH DAY OF JULY 2009.

RICK ROELLE, MAYOR

ATTEST:

LA VONDA PEARSON
TOWN CLERK