

**RESOLUTION NO. 2008-98**

RESOLUTION AMENDING SECTION 9.100 UNIFORM ALLOWANCE, SECTION 14.80 ON-CALL TIME, AND SECTION 15.40 MEALS OF THE CITY OF WAYNE PERSONNEL MANUAL.

WHEREAS, the City of Wayne Personnel Manual was adopted by Resolution No. 88-31 on September 13, 1988; and

WHEREAS, under Section 9.100 of the Manual, there is a need to revise the uniform allowance furnished to employees; and

WHEREAS, under Section 14.80 of the Manual, there is a need to revise the On-Call Amount; and

WHEREAS, under Section 15.40 of the Manual, there is a need to revise the meal reimbursement guidelines which were last amended in 1994 and are generally below that of comparably sized communities.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska as follows:

1. Amendments to the Personnel Manual relating to employee benefits, as set out in the attached Exhibit "A", are hereby approved.
2. The effective date of the amendments set out in Exhibit "A" shall be November 3, 2008.

PASSED AND APPROVED this 4th day of November, 2008.

THE CITY OF WAYNE, NEBRASKA,

By \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Clerk  
Exhibit "A"  
Amendments to Personnel Policy Manual  
Resolution No. 2008-98

Sec. 9.100. Uniform Allowance. (Last Amended by Res. 2000-77, 11/28/00)

The following items of clothing will be furnished by the City of Wayne for full-time regular sworn officers of the Police Department: all necessary uniform needs except shoes, socks, and underwear. Cleaning will be provided for Police uniforms. The other departments' uniforms will be provided by the City. The initial uniform issue and subsequent uniform purchases for replacement will be established by administrative directive. All employees shall wear their uniforms while on duty.

Purpose: To implement the amendment to Section 9.100 Uniform Allowance of the Personnel Manual which stipulates that uniforms for all departments will be provided by the City, where previously the City furnished necessary uniforms for police officers and shared the cost of uniforms for other departments.

Applicability: This administrative directive shall be applicable to the following eligible employees:

1. Full-time regular sworn officers of the Police Department;
2. Full-time regular status employees hired to work 30 or more hours per week who have successfully completed probation;
3. Regular status handi-van drivers who have successfully completed probation; and

4. Regular status library personnel at the discretion of the Library Board.

Uniform Allowances and Requirements: Eligible employees by department/division or general classification shall be subject to the following uniform allowances and requirements:

1. All uniforms, except for shoes, socks, and underwear, shall be furnished to personnel hired as sworn officers of the Police Department as determined necessary by the Police Chief with approval of the City Administrator. Cleaning will be provided for officer uniforms by the City.
2. Uniforms, as provided below, shall be provided by the City on an "as needed basis" for employees of other departments/divisions who work outdoors year round (e.g. Custodian, Building Inspector, Electric Production, Electric Distribution, Water/Wastewater, and Public Works).
  - a. Shirts, Pants and Jacket (maximum City cost \$250 per employee per year)
  - b. One (1) insulated or non-insulated coverall (maximum City cost \$100)
3. Four Three (4 3) shirts or blouses shall be provided by the City for employees of other departments/divisions (e.g. Administration, Dispatch, Recreation-Leisure Services, Senior Center, Handi-Van Drivers, and Library Personnel).
4. Two pairs of slacks/pants shall be provided by the City for police dispatchers.
5. The "City of Wayne" or department emblem and employee name shall be attached to the front of all shirts, jackets, and coveralls which are provided by the City.
6. Department/division heads shall have the following responsibilities:
  - a. Selecting the color and type of uniform for their respective eligible employees.
  - b. Maintaining an accurate accounting of uniforms provided to eligible employees.
  - c. Authorizing the release of a final paycheck to an employee who has resigned, retired, or been terminated only upon verifying the employee's return of the uniform(s) that were provided by the City in the year of employment separation.
  - d. Approving uniform(s) replacement on an "as needed basis" throughout the year. Uniform replacement shall not exceed the initial issue to an employee in any year; provided that coveralls/overalls shall not be replaced more often than every two (2) years. Replacement should be considered when a uniform is grossly stained, torn beyond reasonable repair, generally worn out, or excessively faded.
  - e. Approving request for employee reimbursement of initial issue and replacement of uniforms, and forwarding request for reimbursement form to the City Clerk for final processing and payment.
  - f. Requiring employees to whom uniforms have been provided by the City to wear the uniform as a general operating standard.
7. Reference herein to the term "year" shall mean fiscal year.

Sec. 14.80. On-Call Time. (Last Amended by Res. 2003-5, 1/28/03).

The employees of the City of Wayne, excluding the Police Department, when they are "on call", are not required to be on the City premises. The City allows the employees to leave telephone numbers or use the City paging system, where said worker may be reached while said worker is "on call", and said employee is not restricted in any manner whatsoever, other than being available for "on call", if called or paged by the City. An employee who is "on call" with the City shall be paid the sum per hour as herein provided for the period that said employee is "on call". Further, any time an employee is called to work by the City while the employee is "on call", the employee shall be credited with a minimum of one hour for each period that said employee is called to work, even though the actual work period is less than one hour. Any work

period in excess of the one hour minimum, shall be credited by the actual time. The "on-call" sum to be paid per hour commencing the first full payroll period of November will be \$.75 35 (1998), \$.40 (1999), \$.45 (2000), and \$.50 (2001 and thereafter).

Sec. 15.40. Meals. (Last Amended by Res. 94-74, 11/8/94)

"Reimbursement guidelines for individual meal expenses shall be: Receipts shall be required for all meal expenses within a 200 mile radius. (a) Breakfast - \$10.00 5.50, (b) Lunch - \$12.00 7.50, (c) Dinner \$20.00 12.00. Receipts are not necessary for reimbursement of meal expenses that are within these guidelines. Exceptions may be granted for meals included as part of registration fees or special meetings. Reimbursement for individual meal expenses related to out-of-state travel beyond a 200 mile radius shall not exceed \$42.00 52.00 32.00 per day unless accompanied by receipts. Receipts must be submitted for consideration of an exception or when they represent meals for more than one person.

The reimbursement guidelines for individual meal expenses shall be the same for the Fire Department personnel.