



HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

POLICY AND PROCEDURE HANDBOOK

PERSONNEL

POLICY: WEARING APPAREL FOR STAFF

Policy PER 1.01

The Highway 14 Regional Water Services Commission shall encourage staff to promote Highway 14 Regional Water by providing them with wearing apparel displaying the Highway 14 Regional Water logo and/or name.

ELIGIBILITY:

All full and part time employees who have successfully completed their probationary period are eligible for reimbursement under this Policy.

GUIDELINES:

Each year, Highway 14 Regional Water will authorize the payment of a maximum of \$150.00 per person towards the purchase of wearing apparel, this shall include the embroidery costs for each item.

All clothing must be handed in by March 31st, with receipts, any unused benefit after March 31st, will not be carried forward.

If employees require wearing apparel over the \$150.00 limit, they shall pay the balance or authorize a payroll deduction, see attached (Wearing Apparel Authorization Form)

DIRECTOR'S APPROVAL MOTION # 18-44

B. Marko
CHAIRPERSON

25 APR 2018
DATE

