

3.9 EMPLOYEE CLOTHING ALLOWANCE

Policy Number	3.9	Date Commenced	20 February 2013
Date Adopted	20 February 2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	February 2019	19/02/2019/016

INTRODUCTION

The wearing of uniform clothing is not a compulsory requirement of employment with the Coomalie Community Government Council, however staff are encouraged to have a standard of dress that reflects a professional image to the customer and community. The most advantageous way of achieving this goal is to adopt a suitable clothing design/s and provide an allowance to assist employees in purchasing same on commencement of employment and on a regular basis thereafter.

OBJECTIVE

To assist employees in the purchase of suitable clothing that can be worn during working hours.

POLICY STATEMENT

1. The approved clothing for which the subsidy will apply shall be either:
 - a) NNT Uniforms;
 - b) Yakka Style Corporation; or
 - c) any other clothing as approved from time to time by the Coomalie Community Government Council.

2. Where employees choose to purchase the approved clothing, the Coomalie Community Government Council will contribute on an annual basis. The contribution will be \$600 initially with an annual allowance of \$400 subject to review of this policy.

3. The amount Council will contribute on an annual basis, to each employee, will be based on the level of employment as follows:
 - a) Full time - 5 days per week 100% of annual allowance
 - b) Part time - 2.5 days per week or greater 75% of annual allowance
 - c) Part time - 2.4 days per week or less 50% of annual allowance

1. Provision of one (1) set of approved clothing will be supplied to casual employees.
2. The purchase of approved clothing will not be sanctioned for new employees until the completion of their probationary period of employment.
3. All clothing supplied by the Coomalie Community Government Council is to have a Council approved logo or Council's name on it.