

ORDINANCE NO. 2020- 01

AN ORDINANCE AMENDING THE EMPLOYEE HANBOOK AND PERSONNEL POLICIES  
RELATIVE TO UNIFORM ALLOWANCE

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON  
COUNTY, OHIO, AS FOLLOWS

Section 1. That the provisions of the New London Employee Handbook and Personnel  
Policies relative to Uniform Allowance shall be amended to read as follows:

**UNIFORM ALLOWANCE**

All Full-Time employees assigned to perform services ~~in the water, wastewater,  
streets, or sanitation departments~~ and who have completed their probation shall be  
entitled to participate in the Village Uniform Allowance program. In connection  
with this Program, the Village Administrator and Fiscal Officer shall identify one or  
more vendors with which the Village is prepared to make clothing purchases from a  
Village-approved list of clothing. Eligible employees will then be permitted to order  
eligible clothing items to be charged against the Village's account. Items will be  
paid for by the Village, will bear a Village-approved logo **ON COATS**, and will  
remain the property of the Village. Expenditures will be limited as follows:

- 1) An Applicable Annual Limit shall be set by Council prior to the beginning of  
each calendar year. For 2016, the Applicable Annual Limit will be a maximum  
authorized total expenditure per employee of \$450. (In the event that Council  
has not taken action to formally reset the Applicable Annual Limit for a given  
year, the default amount shall be \$450.)
- 2) Items on the Village's approved list may be ordered by the employee so long as  
the employee remains within the Annual Applicable Limit. Any expenditures  
beyond the Annual Applicable Limit or not from the approved list must be paid  
by the employee and will be charged against payroll.

Upon termination of employment, all Village acquired clothing shall be surrendered  
by the employee to the Village; the Administrator shall have the discretion to  
determine whether such clothing has continued useful life for the Village's continued  
use, or whether the same may be retained by the departing employee.

Section 2. That this Ordinance shall take effect at the earliest period allowed by law.

PASSED: February 10, 2020

ATTEST:

Nancy Howell  
Fiscal Officer

Mayor



