



# ADMINISTRATIVE PROCEDURE

<b>SECTION:</b> 400 – Financial Management	<b>PROCEDURE #:</b> 407-A
<b>TITLE:</b> Employee Allowances Procedure	<b>IMPLEMENTS POLICY #:</b> 407
<b>SPONSORING DEPARTMENT/DIV:</b> Support Services/Finance	
<b>EFFECTIVE DATE:</b> 10/8/2021	<b>REVIEWED:</b> 10/8/2021

**OBJECTIVE:** To establish procedures regarding County wide Employee Allowances for Clothing and Footwear, Personal Vehicles and Mobile Devices for all Regular and Temporary County employees unless specifically addressed in a Collective Bargaining Agreement.

## PROCEDURE:

### 1. Clothing and Footwear Allowances:

- 1.1. Departmental policies will determine eligibility, minimum basic safety standards for footwear and clothing, and frequency of payment.
- 1.2. Allowance amounts as described below are set by the Chief Financial Officer.

Type	Amount	Description
Tier 1 Clothing	\$ 110.00	Based on determination made in the individual Department's policy
Tier 2 Clothing	\$ 185.00	Based on determination made in the individual Department's policy
Tier 1 Footwear	\$ 60.00	Closed toe/closed side
Tier 2 Footwear	\$ 125.00	Black leather or leather imitation shoe with a scuff proof sole capable of maintaining a shine
Tier 3 Footwear	\$ 180.00	Tactical Boots
Tier 4 Footwear	\$ 200.00	Steel Toe Boots

- 1.3. Allowance(s) for existing non-represented employees will be processed in the first full pay period in July (except for the Sheriff's Office). New employees shall receive their allowance(s) with their first paycheck (pending receipt of Clothing and Footwear Allowance Form by Payroll). If a non-Sheriff's Office employee is hired in April, May, or June and receives an initial allowance(s), they will *not* be eligible to receive the annual allowance in the immediately following July.
- 1.4. The Sheriff's Office will determine which non-represented employee(s) will receive Tier 2 Footwear. This allowance will be processed in the first full pay period in December.
- 1.5. Process for requesting allowances for new hires:
  - 1.5.1. Departments will complete the [Clothing and Footwear Allowance form](#) for the new hire selecting all allowances that apply.

- 1.5.2. Form shall be approved by the Appointing Authority (Department Director (elected or appointed) or designee).
- 1.5.3. Approved forms must be emailed to [Payroll@co.washington.or.us](mailto:Payroll@co.washington.or.us).
- 1.6. Process for requesting allowances for existing employees:
  - 1.6.1. Departments will complete the [Clothing and Footwear Allowance Form](#) indicating that this is for the annual allowance.
  - 1.6.2. Attach an excel spreadsheet with the following fields:
    - Employee Name
    - Employee Number
    - Type of Allowance
    - Allowance Tier
    - Allowance Amount
  - 1.6.3. Form shall be approved by the Appointing Authority (Department Director (elected or appointed) or designee).
  - 1.6.4. Approved forms must be emailed to [Payroll@co.washington.or.us](mailto:Payroll@co.washington.or.us).

2. Personal Vehicle Allowances (PVA):

2.1. The PVA amount is established by the County Administrator. The current amounts are:

<b>Tier</b>	<b>Amount</b>	<b>Description</b>
Tier 1	\$ 355.00	County Board of Commissioners, Department Directors (elected and appointed), Assistant County Administrators, Senior Staff Assistant to the Board and others as designated by the County Administrator
Tier 2	\$ 482.83	Sheriff, Undersheriff, and Chief Deputy unless employee is electing to take home a Department issued fleet vehicle
Tier 3	\$ 645.00	Government Relations Team
Tier 4	As Negotiated	County Administrator and County Counsel

- 2.2. Process for requesting a Personal Vehicle Allowance:
  - 2.2.1. Employee completes [Personal Vehicle Allowance Request Form](#)
  - 2.2.2. Employee routes completed form to Department’s Appointing Authority for final approval.
  - 2.2.3. Department routes completed form to HR Personnel Administration ([HRPersonnelAdministration@co.washington.or.us](mailto:HRPersonnelAdministration@co.washington.or.us)).
- 2.3. If an employee moves positions and is no longer eligible to receive the PVA allowance or is assigned to regularly drive a Department issued fleet vehicle, submit the [Personal Vehicle Allowance Form](#) to HR Personnel Administration ([HRPersonnelAdministration@co.washington.or.us](mailto:HRPersonnelAdministration@co.washington.or.us)) indicating that the allowance needs to be removed.
- 2.4. Departments shall perform an annual internal audit to make sure PVA is being appropriately applied.

- 2.5. PVA is paid monthly and included in the first paycheck of each month.
- 2.6. Recipients of the PVA shall carry adequate personal vehicle liability insurance as required under Oregon law.

Personnel who receive a PVA and are on an approved overnight travel status, may be reimbursed at the personal mileage rate (PMR) for the total business miles driven (less normal commute).

3. Mobile Device Allowances:

- 3.1. Allowance amounts are set by the Chief Financial Officer. The current amounts are:

Device	Amount
Smartphone	\$ 35.00
Tablet	\$ 20.00

- 3.2. Mobile Device Allowances are included in each bi-weekly paycheck.
- 3.3. Process for requesting a Mobile Device Allowance:
  - 3.3.1. Employee completes the [Mobile Device Allowance Form](#).
  - 3.3.2. Employee must provide an explanation for the business necessity of using their personal mobile device for County Business on the Mobile Device Allowance Form.
  - 3.3.3. Employee routes completed form to Department’s Appointing Authority for final approval.
  - 3.3.4. Department routes completed form to HR Personnel Administration ([HRPersonnelAdministartion@co.washington.or.us](mailto:HRPersonnelAdministartion@co.washington.or.us)).
  - 3.3.5. Employee or their Departmental ITS Liaison completes a ServiceIT ticket for a new Mobile Device Management (MDM) Request.
- 3.4. If an employee moves positions and is no longer eligible to receive the allowance, or elects to be provided with a County issued device, follow these steps for stopping a Mobile Device Allowance:
  - 3.4.1. Employee completes the [Mobile Device Allowance Form](#) indicating a change is needed.
  - 3.4.2. Employee or their Departmental ITS Liaison completes a ServiceIT ticket for a change to an existing MDM Account.
- 3.5. Departments shall perform an annual internal audit to make sure the Mobile Device Allowance is being appropriately applied.