



Clothing, Footwear and Tool Allowances

Employee Name	Emp No	Clothing Tier	Amt	Footwear Tier	Amt	Tools	Amt

Key:		
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
TMS Footwear	\$ 225.00	Per Year per TMS CBA
WCPOA Footwear	\$ 125.00	Per Year per WCPOA CBA
TMS Tools	\$ 900.00	Per Year PER TMS CBA

Instructions for Form Routing:

If submitting information to Payroll for annual batch processing of allowances, please put "See Attached" on the first name line and attach a spreadsheet with the following columns:

- Employee Name
- Employee Number
- Type of Allowance
- Allowance Tier
- Allowance Amount

Once form is completed and signed, email completed form (and spreadsheet if applicable) to Payroll (Payroll@co.washington.or.us).

Department Manager/Director Signature: _____

Date: _____