

**City of New Orleans  
Chief Administrative Office**

**POLICY MEMORANDUM NO. 39(R)**

**October 14 , 2020**

TO: All Departments, Boards, Agencies and Commissions

From: Gilbert A. Montaño, Chief Administrative Officer

Subject: **UNIFORM AND TOOL ALLOWANCE**

**I. PURPOSE.**

The memorandum is to provide regulatory and procedural guidance relative to uniform and tool allowance eligibility and disbursements to employees. Uniform and Tool allowances are to be distributed to eligible classifications annually. The amount of the allowances is approved by the Chief Administrative Officer and will be announced by Circular Memorandum each fiscal year. This policy replaces Policy Memorandum Nos. 32 (R) – Automotive Tool Allowance and 39 (R) – Uniform Allowance respectively.

**II. ELIGIBILITY REQUIREMENTS.**

It is incumbent upon appointing authorities to certify that employees are eligible for the annual uniform and/or tool allowance is in accordance with and after consideration of the following criteria:

- a. The employee is required to wear a distinctive uniform that is not provided by the department.
- b. The employee is required to have specific tools that are not provided by the department.
- c. Only probationary or permanent employees are entitled to an allowance.
- d. An employee must be on the payroll as of the designed eligibility date which is January 1. If an employee is terminated by resignation, dismissal or lay off before he/she receives the uniform and/or tool allowance disbursement, the employee shall not receive the allowance.
- e. An employee who changes from an eligible status to a non-eligible status during the year shall not be eligible for the allowance. This includes all personnel transactions involving lateral transfer, promotion or demotion.

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**III. NEW EMPLOYEES.**

Appointing authorities are hereby authorized to grant new employees the appropriate allowance shortly after they are hired. If the allowance is approved for new hires, eligible new hires, will also receive the allowance with the next distribution for maintenance of uniforms and/or tools.

**IV. LEAVE AND SUSPENSIONS**

- a. If an employee is on an approved leave of absence (including, but not limited to sick, military, maternity or paternity leave) then the uniform and tool allowance will be suspended until they return to work.
- b. If an employee is suspended for any reason and not working, then the uniform and tool allowance will be suspended during the pendency of the investigation and will be reinstated upon the conclusion of the suspension.

**V. REVIEW PROCEDURES.**

Appointing authorities shall periodically review and consider the necessity of continuing or expanding the uniform and/or tool allowances for employees under their jurisdiction.

Should an appointing authority wish to make additional positions eligible for the uniform and/or tool allowances, a letter requesting the allowance should be forwarded to the Chief Operations Manager of the Chief Administrative Office, Division of Personnel and Training. The letter should contain a substantial justification for the necessity of the uniform and/or tools, a detailed description of the uniform/tool requirements, the number of employees and the budgetary impact.

**VI. ANNUAL DISTRIBUTION PROCEDURE AND PAYMENT SCHEDULE**

The procedure and payment schedule for the distribution of the annual uniform and tool allowances shall be published in a circular memorandum each year.

**VII. PROCEDURE FOR CLAIMS INVOLVING PROPERTY DAMAGE**

Employee uniform damage is not eligible for reimbursement using the claims process. Uniform allowances, for the purchase and maintenance of uniforms, are issued annually for this purpose.

Employees who are required to use personally owned tools in the course of their duties shall maintain with their departments, annual inventories of their personal property used at work including a supervisor's signature attesting to the accuracy of the inventory. Claims for damages to personal tools and equipment, used in the course and scope of employment, should be filed with Risk Management (via the Property Damage Claim form).

**VIII. INQUIRES.**

Any questions concerning this memorandum should be addressed to the Division of Personnel and Training. The telephone number is (504) 658-8600.

GAM/PMRC/zaf