



## ARTICLE XII CLOTHING ALLOWANCE AND UNIFORMS

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### I. POLICY:

The Town of Selma provides uniforms at the Town's expense for employees in the following positions: Police, Fire, Electric, Parks and Recreation, Public Works, Water/Sewer, Cemetery, and Code Enforcement.

The Town of Selma will furnish a clothing allowance to eligible employees, based on their work assignment.

### II. PROVISIONS:

The uniforms remain the property of the Town of Selma or the Lessor in the case of leased uniforms. Pre-authorization for payroll deduction in the event of failure to return all issued uniforms/equipment is required upon hire for all employees provided uniforms. All Town Property (uniforms/equipment) issued to the employee shall be returned to the supervisor immediately upon termination of employment. Failure to do so will result in payroll deduction or forfeiture of leave payout in final pay.

Sworn law enforcement officers of the Town of Selma assigned to a clothing allowance designated position for the entire month, will receive the clothing allowance for the month. There will be no proration for employees who do not serve in the designated position for an entire month. The amount of the clothing allowance will be determined through the annual budget process.

In order to comply with the Internal Revenue Service (IRS) provisions, all payments made to employees for clothing allowance will be paid monthly through payroll. These payments are taxable, but not part of base pay and not subject to retirement or 401(k).

Policy adopted by Selma Town Council

Effective Date: September 11, 2018

Amended: December 13, 2022

*As of December 13, 2022, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.*