



## DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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Policy # <b>215</b>	Approval Date: 11/15/11, 05/09/23
Policy Title: <b>Tool Reimbursement-Highway Department</b>	Effective Date: 12/29/2023, 01/01/24, 1/14/2025
Owner <b>Human Resources and Labor Negotiations Committee</b>	Revision Date(s): 12/21/2021, 01/24/23, 05/09/23, 1/14/25

### I. **PURPOSE**

The purpose of this policy is to provide a tool reimbursement to Highway Department employees who are classified as Mechanics and Welders.

### II. **POLICY**

The maximum annual tool reimbursement is three hundred-fifty dollars \$350.00 per calendar year.

### III. **GUIDELINES**

#### a. New Hires

Newly hired employees in these classifications will be eligible to receive a pro-rated amount of the maximum tool reimbursement upon completion of their orientation period.

#### b. Terminations/Retirements

If an Employee terminates employment or retires during the calendar year and the employee has submitted and been reimbursed for a tool reimbursement, the reimbursement will be prorated, and the employee must repay to the County the difference between the prorated amount and the actual amount received. Repayment will be through payroll deduction, when possible.

#### c. Any portion of the annual tool reimbursement not used by the end of the calendar year will not be carried forward into the succeeding calendar year and will not be paid out.

### IV. **PROCEDURE**

a. Reimbursement for tools is made upon approval of a receipt to either the Shop Superintendent, Assistant Highway Commissioner or the Highway Commissioner submitted within 30 days of the purchase. In the event the receipt is for the replacement of a broken tool, the broken tool must be turned in before the statement will be approved.

b. All purchases must be made and receipts submitted to payroll no later than the last day of the pay period of the last pay date of the calendar year.