

Mayor
William Siegel
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**Office of the
City Manager**

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Staff Report

ITEM 4-7

To: Lemoore City Council
From: Jeff Laws, City Manager
Date: July 31, 2014
Subject: Uniform Allowances/Uniforms for Unrepresented Management Employees – Administrative Policy 2014-01

Discussion:

The City has a long history of providing uniform allowances to the Police Chief, Police Commander and Police Records Supervisor. These positions are categorized as unrepresented management and are not covered under a Memorandum of Understanding (MOU). The Police Chief and Police Commander have been paid the same amount as that paid to other sworn police officers covered under the Police Officers Association and Sergeants MOU. The Police Records Supervisor has been paid the amount paid to non-sworn Police Department employees that are required to wear uniforms and covered under the General Association of Service Employees MOU.

In addition, Superintendents who are also categorized as unrepresented management, may request that the City provide uniforms and maintain such uniforms as they do with other employees in their divisions that are covered under the General Association of Service Employees MOU.

In our recent CalPERS Audit, we received a finding because there is not a labor policy or agreement in place for unrepresented employees to receive uniform allowances. In an effort to resolve this issue, Administrative Policy 2014-01 has been prepared for Council review and approval.

Budget Impact:

None. These amounts are already included in the Budget.

Recommendation:

That Council, by motion, adopt Administrative Policy 2014-01 authorizing the payment of uniform allowances or the providing of uniforms for unrepresented management employees.

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Administrative Policy 2014-01:

UNIFORM ALLOWANCES FOR UNREPRESENTED MANAGEMENT

PURPOSE:

The Purpose of this Administrative Policy is to formalize a previously unwritten policy for the payment of uniform allowances to unrepresented management employees who work for the Police Department and are required to wear uniforms; and Superintendents who are provided uniforms and the maintenance of those uniforms.

SCOPE:

This policy applies to the positions of the Police Chief, Police Commander, Police Records Supervisor, and Superintendents.

GENERAL:

It has been the practice of the City of Lemoore to provide a uniform allowance to the Chief of Police and Police Commander equal to that provided to other sworn safety employees and to the Police Records Supervisor in amount equal to the amount paid to non-sworn police department employees required to wear a uniform. However, because these positions are considered unrepresented management, there is no memorandum of understanding authorizing the payment of such allowances. In an effort to authorize the payment of uniform allowances for these employees, this administrative policy specifies the following uniform allowances:

Chief of Police	\$900
Police Commander	\$900
Police Records Supervisor	\$500

Said allowance will be payable at the same time and in the same manner as it is paid to Police Officers of the City. The Uniform Allowance is paid in advance at the beginning of each fiscal year. Any employee covered in this policy and hired after the beginning of the fiscal year will not receive a Uniform Allowance until the beginning of the next fiscal year.

In addition, the City will provide uniforms and the maintenance of such uniforms, up to a maximum of \$500 per year, to Superintendents who request them. This is the same benefit received by similarly situated represented employees.

All uniform allowances or the value of uniforms received is reportable to CalPERS for classic members only. The amounts set forth in this policy will be updated as needed to reflect those paid to represented employees receiving similar allowances.