

Montgomery County Board of Commissioners

Ordinance 2023 – 14

Amending the Clothing Allowance Policy

Whereas, the Montgomery County Employee Handbook details the policies for the employees of the County; and

Whereas, the Montgomery County Code of Ordinances, Chapter 36, details the policies of the County; and

Whereas, the County may require certain employees to wear county uniforms; and

Whereas, the County provides for financial allowances to employees required to wear and maintain county uniforms; and

Whereas, the Montgomery County Board of Commissioners finds that it is in the best interest of the County, its citizens, and employees, to amend the clothing allowance policy to detail the regulations regarding the county's clothing allowance and use policies.

Therefore, it is ordained, that certain sections of the Employee Handbook, Section 4.20, shall be amended to read as follows:

“§ 4.20 Uniform and Clothing Allowance.

- A. *Employees Eligible for Allowance.* Employees of the Montgomery County Central Communications Center, Jail, Sheriff's Department, Probation Department, Emergency Management/Homeland Security, Highway Department or other Departments may be required to wear uniforms as defined by the IRS and/or clothing that meet federal, state, and local standards in both design, uniformity, and safety and thus will be provided a uniform and/or clothing allowance in conformity with the provision of this policy.

E. Internal Controls. The County Auditor shall process the clothing allowance through the County's payroll system and the uniform allowance through the accounts payable process.

A Department may choose to purchase clothing or uniforms on behalf of employees.

All other internal controls provisions adopted by the County shall be adhered to in the administration of this policy."

It is further ordained that certain sections of the Montgomery County Code of Ordinances, Section 36.37, shall be amended to read as follows:

"§ 36.37 Uniform and Clothing Allowance.

B. Employees Eligible for Allowance. Employees of the Montgomery County Central Communications Center, Jail, Sheriff's Department, Probation Department, Emergency Management/Homeland Security, Highway Department or other Departments may be required to wear uniforms as defined by the IRS and/or clothing that meet federal, state, and local standards in both design, uniformity, and safety and thus will be provided a uniform and/or clothing allowance in conformity with the provision of this policy.

F. Internal Controls. The County Auditor shall process the clothing allowance through the County's payroll system and the uniform allowance through the accounts payable process.

A Department may choose to purchase clothing or uniforms on behalf of employees.

All other internal controls provisions adopted by the County shall be adhered to in the administration of this policy."

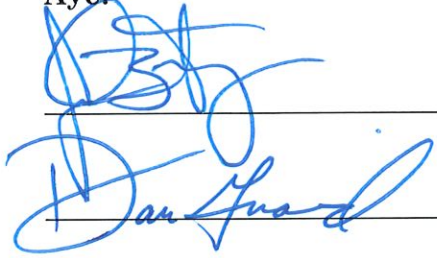
It is further ordained that this ordinance shall become effective upon adoption.

It is further ordained that all other provisions of the Employee Handbook and the Code of Ordinances which are not specifically amended by this ordinance shall remain in full force and effect.

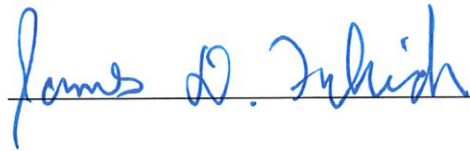
Ordained this 14th day of August, 2023.

Montgomery County
Board of Commissioners:

Aye:



Nay:



ATTEST:



Mindy Byers, Auditor