

**WEST SLOPE WATER DISTRICT**

**RESOLUTION NO. 06-2019**

**A RESOLUTION ADOPTING AMENDMENTS TO THE DISTRICT'S EMPLOYEE HANDBOOK BOOT ALLOWANCE POLICY**

**WHEREAS**, the West Slope Water District ("District") adopted an Employee Handbook on December 20, 2006 for District employees; and

**WHEREAS**, The Boot Allowance Policy attached as Exhibit B amended the Employee Handbook via Resolution 11-08.

**WHEREAS**, The Board of Commissioners has reviewed the proposed amendment to the Boot Allowance Policy attached as Exhibit A

**WHEREAS**, this Resolution supersedes Resolution #11-08: and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WEST SLOPE WATER DISTRICT AS FOLLOWS:**

The Board of Commissioners of the West Slope Water District amends the Boot Allowance Policy as presented in Exhibit A.

INTRODUCED AND ADOPTED THIS 19TH DAY OF JUNE, 2019.

**WEST SLOPE WATER DISTRICT**

By   
Michael Hoffman, Chair

ATTEST:

By  /   
Carol Wild, Secretary

Staff proposes the attached amendment to wording of the boot allowance policy:

1. to clarify the required process for purchasing boots,
2. that boots purchased under this policy must be worn while performing duties at the District.

### **BOOT ALLOWANCE (UPDATED 06/19/2019)**

**District Philosophy:** Your safety is very important.

**Policy:** If your position requires you to wear steel-toed boots, on your start date, the District will purchase the required steel toed safety boots for you and they must be worn while performing your duties at the District.

The boot style and cost are to be preapproved by the Operations Manager, purchased at a vendor approved by the Operations Manager, and purchased with a District credit card.

You begin employment with a safety boot allowance equal to a one year accrual, your initial boot purchase may take the allowance negative. The District will then accrue a set amount per pay period toward the purchase of your next pair. Once the accumulated accrual balance is large enough to cover the cost, you may purchase another pair following the guidelines above.

Any boot purchased by the District under this plan is to be worn while performing your duties at the District.

The monthly accrual and accrual balance will show on your pay stub. The monthly accrual is \$11.25 as of 06/19/2019. This amount is subject to change by management as is deemed appropriate.

Unused boot allowance is not paid upon termination. Use of the boot allowance is suspended upon notice of termination.