



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE DATE: 07/01/2006

SECTION <b>618</b>	SUBJECT <b>TOOL ALLOWANCE POLICY AND PROCEDURES</b>
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## **I. GENERAL**

A tool allowance may be granted to regular full-time employees who are in jobs which require the incumbent to possess a full set of automotive mechanic hand tools with a suitable locking tool box within the policy guidelines stated below. Covered jobs include Automotive Technician I and II, Master Automotive Technician, Automotive Welder, Preventive Maintenance Mechanic, Assistant Automotive Superintendent, Operations Superintendent-Vehicle & Equipment Services, Fire Equipment Specialist, and Superintendent-Fire Equipment Maintenance. The Director of Human Resources is authorized to make additions to the list of covered jobs following consultation with the appropriate department head.

## **II. ADMINISTRATION**

A. Employees who are performing their regular job responsibilities in covered jobs and who maintain on-site in good repair a full set of automotive mechanic hand tools of sufficient quality, number, and variety to perform the required work in an efficient and effective manner are eligible for the allowance.

### **B. Eligibility**

The tool allowance is paid once a year to employees who meet the following criteria as of June 30.

1. Employees who have been performing their regular job responsibilities in a covered job at least six months of the preceding twelve months and who are performing such responsibilities on active status in a covered job as of June 30 of that year may be granted the tool allowance.
2. Employees on Workers= Compensation, alternative work assignment, light duty, or unpaid time for more than six months of the preceding twelve months are not eligible for the tool allowance.
3. Employees not in an active status as of June 30 who otherwise meet requirements may have tool allowance paid upon return to full regular duty if within three months after June 30.
4. An employee who terminates on or before June 30 is not eligible for the tool allowance.
5. Regular part-time and temporary employees are not eligible for a tool allowance.

AMENDS/SUPERSEDES SECTION 618, DATED 9/1/01	REFERENCES Ordinances 5624-01/6320-07	APPROVAL
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## C. Payment of Tool Allowance

Prior to the end of each fiscal year, the department will determine those employees in covered jobs who meet the eligibility requirements listed above for a tool allowance. The department head or designated representative will submit a memorandum to the Human Resources Department listing the social security numbers, names, and job titles of the eligible employees and certifying they meet all requirements for the tool allowance. The Human Resources Department will review the request and make arrangements for payment as appropriate.

1. The tool allowance is \$750 per fiscal year paid in a lump sum.
2. Employees who meet eligibility requirements will be paid the tool allowance for the preceding year within three months after June 30.
3. A tool allowance is considered as gross wages for purposes of retirement benefits calculations, federal and state withholding, FICA taxes, and other withholdings and contributions based on gross wages paid.
4. A tool allowance is not incorporated in hourly or base wages for purposes of calculating salary increases, overtime, life insurance coverage eligibility, or any other benefit other than those based on gross wages paid.
5. Employees are responsible for filing tool expenses on their tax returns.

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