



PERSONNEL MANUAL

SUBJECT: Compensation Plan for Temporary and Part-Time Employees

A. Wage Rates

Each employee assigned to a temporary or part-time position shall be compensated according to the following schedule of Wage Rates effective June 1, 2014.

HOURLY RATES

<u>TITLE</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
<u>Group I – Temporary, Full or Part-Time</u>							
Horticulture Aide	10.39	10.81	11.24	11.69	12.15		
Temporary Maintenance I	8.61	8.96	9.31	9.69	10.08		
Temporary Maintenance II	9.80	10.19	10.60	11.02	11.46		
Temporary Maintenance III	10.39	10.81	11.24	11.69	12.16		
Meter Reader	10.00	11.00	12.00	13.00	14.00		
Engineering Intern	10.00						
*Parking Attendant	8.64	9.22	9.59	9.98	10.38	10.80	11.23
**Parking Lot Manager	10.71	11.14	11.59	12.05	12.53	13.03	13.55
YBC Crew Leader	10.25	10.50	10.75	11.00	11.25		
YBC Crew Member	7.75	8.00	8.25	8.50			

*5:01pm – 11:00pm Shift Differential - \$0.15/hour

*11:01pm – 5:00am Shift Differential - \$0.25/hour

**6:01pm – 12:00am Shift Differential - \$0.50/hour

**12:01am – 6:00am Shift Differential - \$0.75/hour



PERSONNEL MANUAL

Compensation Plan

Hourly Rate

<u>Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
<u>Group II – Temporary Recreation Positions</u>					
Assistant Recreation Leader	7.75	8.00	8.25	8.50	8.75
Recreation Leader	9.00	9.25	9.50	9.75	10.00
Recreation Instructor I	9.25	9.50	9.75	10.00	10.25
Recreation Instructor II	11.00	11.50	12.00	12.50	13.00
Recreation Instructor III	12.00	12.50	13.00	13.50	14.00
Recreation Instructor IV	14.00	14.50	15.00	15.50	16.00
Recreation Instructor V	16.00	16.50	17.00	17.50	18.00
Asst. Day Camp Coordinator	9.50	10.00	10.50	11.00	11.50
Day Camp Coordinator	11.00	11.50	12.00	12.50	13.00
Softball Coordinator	9.25	9.75	10.25	10.75	11.25
Lifeguard	9.00	9.25	9.50	9.75	10.00
Head Lifeguard	9.75	10.00	10.25	10.50	10.75

Rate Per Game

Official I	14.00	14.50	15.00	15.50	16.00
Scorekeeper/Timekeeper	7.75	8.00	8.25	8.50	8.75
Volleyball Referee	7.75	8.00	8.25	8.50	8.75



PERSONNEL MANUAL

Compensation Plan

B. Adjustment of Wage Rates

The Schedule of Wage Rates shall be established by the City Manager and may be revised at the direction of the City Manager.

C. Starting Wage Rate

The starting hourly rate of each newly hired employee assigned to a temporary or part-time position shall be Step A unless approved at a higher step by the City Manager.

D. Performance Evaluations

The performance of each employee in these groups shall be evaluated prior to the employee's separation from employment.

PERSONNEL MANUAL

SUBJECT: Deferred Compensation

A. Eligibility

Each employee is eligible to participate in the City-sponsored deferred compensation program.

B. Enrollment

Each employee who wishes to participate in the deferred compensation program shall notify the City Manager's Office and complete an enrollment form.

PERSONNEL MANUAL

SUBJECT: Group Health and Dental Benefits

A. Hospitalization and Major Medical

1. Authorized Coverages

- a. Current, regular, full-time employees - The City will provide hospitalization and major medical benefits to each employee and to the employee's eligible dependents in accordance with the employee's collective bargaining agreement or city ordinance.
- b. Temporary and part-time employees - No employee in this group is eligible to receive hospitalization and major medical benefits.
- c. Terminated regular, full-time employees
 - 1) Retirees - Each employee who terminates employment and is eligible for the immediate receipt of a monthly retirement or disability pension benefit may continue to receive hospitalization and major medical benefits for both the employee and the employee's eligible dependents.
 - 2) Other - Each employee who terminates employment may continue to receive hospitalization and major medical benefits to the extent permitted by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

2. Enrollment

- a. New employees - Each new employee is required to designate a benefit plan from among available options and complete the appropriate enrollment form no later than thirty (30) calendar days after the employee's date of hire.
- b. Current employees - Each employee who wishes to change from one benefit plan to another available plan after the thirty (30) day period may do so only during the annual reenrollment period.

3. Effective Date

Health insurance coverage shall become effective on the first of the month immediately following the employee's date of hire.

PERSONNEL MANUAL

Group Health and Dental Benefits

4. Premium

- a. Current, regular, full-time employees – The City will pay the premium for hospitalization and major medical benefits for the employee and the employee's eligible dependents only to the extent provided by the employee's collective bargaining agreement or relevant city ordinance. The employee will pay the balance of the premium for authorized hospitalization and major medical benefits not expressly provided by the employee's collective bargaining agreement or relevant city ordinance.
- b. Terminated employees – Each terminated employee who chooses to continue to receive hospitalization and major medical benefits shall reimburse the City for any premium cost for such benefits in excess of that provided by the employee's collective bargaining agreement or relevant city ordinance.

B. Dental

1. Authorized Coverages

- a. Current, regular, full-time employees – The City will provide dental benefits to each employee and to the employee's eligible dependents as provided by the employee's collective bargaining agreement or relevant city ordinance.
- b. Temporary and part-time employees – No employee in this group is eligible to receive dental benefits.
- c. Terminated regular, full-time employees
 - 1) Retirees – Each employee who terminates employment and is eligible for the immediate receipt of a monthly retirement or disability pension benefit may continue to receive dental benefits for both the employee and the employee's eligible dependents.
 - 2) Other – Each employee who terminates employment may continue to receive dental benefits to the extent permitted by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

2. Enrollment

- a. New employees – Each new employee who wishes to receive dental benefits must notify the City Manager's Office and complete an enrollment form no later than thirty (30) calendar days after the employee's date of hire.

PERSONNEL MANUAL

Group Health and Dental Benefits

- b. Current employees – Each employee who wishes to begin receiving dental benefits after the thirty (30) day period may do so only during the annual reenrollment period.

3. Effective Date

Dental insurance coverage shall become effective on the first of the month immediately following the employee's date of hire.

4. Premium

- a. Current, regular, full-time employees – The City will pay the premium for dental benefits for the employee and the employee's eligible dependents only to the extent provided by the employee's collective bargaining agreement or relevant city ordinance. The employee will pay the balance of the premium for authorized dental benefits not expressly provided by the employee's collective bargaining agreement or relevant city ordinance.
- b. Terminated employees – Each terminated employee who chooses to continue to receive dental benefits shall reimburse the City for any premium cost for such benefits in excess of that provided by the employee's collective bargaining agreement or relevant city ordinance.



PERSONNEL MANUAL

SUBJECT: Pension Plan

A. Policy

The City of Newark has established a defined benefit pension plan to provide retirement and/or disability benefits to all regular, full-time employees.

B. Authorized Coverage

Individual participation in the plan is voluntary. The City Manager's Office will notify all eligible employees of the criteria for enrollment and participation in the plan.

C. Benefits and Employee Contribution Rates

As provided by the pension plan.

PERSONNEL MANUAL

SUBJECT: Term Life Insurance

A. Policy

Each regular, full-time employee shall be provided with term life insurance coverage as provided by the employee's collective bargaining agreement or relevant city ordinance. Temporary and/or part-time employees do not receive term life insurance coverage.

B. Effective Date

Term life insurance coverage shall become effective on the first day of the month immediately following the employee's date of hire.

C. Terminating employees

1. Each employee who is not eligible for the immediate receipt of a retirement pension benefit shall be covered until the last day of the month in which the employee terminates.
2. Each regular, full-time employee who is eligible for the immediate receipt of a retirement pension benefit shall be provided with term life insurance coverage for the remainder of his/her life as provided by the employee's collective bargaining agreement or relevant city ordinance.
3. Disabled employees - Each employee who terminates employment and is eligible for the immediate receipt of a monthly disability pension benefit may be eligible to receive term life insurance coverage in an amount equal to the coverage provided immediately prior to the employee's termination subject to the approval of the City's group life insurance carrier.

D. Coverage Amounts

1. Management, CWA and FOP - Each employee may choose the amount of coverage from \$25,000 to \$100,000 as provided by the Flexible Benefits Plan.
2. AFSCME - Each employee shall be provided with coverage as provided by the employee's collective bargaining agreement.

PERSONNEL MANUAL

SUBJECT: Tool Allowance

A. Policy

The City requires its employees assigned to the positions of Senior Mechanic and Mechanic to be equipped with their own personal hand tools used in the performance of their duties. Since these tools are required in the course of their employment, the City recognizes its responsibility to financially assist these employees with the acquisition of new and/or replacement tools. Therefore, each of these employees will be reimbursed for this purpose by the City up to a maximum of \$250 per year per employee.

B. Ownership

These tools shall be owned exclusively by each of these employees.

C. Replacement

Each employee shall be responsible for maintaining a complete set of required tools in good working condition. These employees shall also be responsible for purchasing new tools or for replacing inoperable tools.

D. Documentation

The Chief Mechanic shall maintain a record of the amount reimbursed to each employee during the calendar year. Such reimbursement shall not exceed \$250 per employee per year. Each employee must provide the Chief Mechanic with a receipt for each requested reimbursement indicating the amount of reimbursement requested and the item(s) purchased.

E. Required Tools

The Chief Mechanic shall decide which tools are required for use by these employees and whether or not the purchase of any tool is eligible for reimbursement under this policy.

F. Reimbursement

Upon receipt of proper documentation and after approval by the Chief Mechanic, the Chief Mechanic shall complete a Check Request form, attach a copy of the receipt to the form and submit it to the Finance Department.

Upon submission of check request, tool allowance will be paid out on a payroll check.



PERSONNEL MANUAL

Tool Allowance

G. New Employees

Each new employee assigned to the position of Senior Mechanic or Mechanic II shall be eligible for reimbursement under this policy in an amount not to exceed \$20.83 for each month during the first calendar year of such assignment.

Amended 02/27/12

SUBJECT: Travel Expense Reimbursement

A. Policy

If an employee is required to travel to attend a conference, training, or City-related business, all reasonable expenses incurred by the employee shall be reimbursed by the City. Costs of transportation, lodging, registration fees, meals, etc. are reimbursable only when a Travel Request and Expense Report (page 5.8-4) with estimated total costs has been completed and approved in advance by the City Manager. Section 5 of the Travel Request and Expense Report form shall state the purpose of travel, dates of travel, and travel destination.

B. In-State Travel

A City-owned vehicle should be used for in-State travel when available. If a City-owned vehicle is not available, employees may use their personal vehicles. Reimbursement for the use of a personal vehicle when a City-owned vehicle is available must be approved in advance by the department director.

Each employee shall be reimbursed for the following expenses incurred while traveling in-State: the cost of gasoline if refueling is required while operating a City-owned vehicle, or a mileage allowance, at the current IRS rate, for driving a personal vehicle, tolls and parking fees, and one meal if the employee is required to work more than four hours after regular work hours. The mileage allowance shall cover all operating costs including repairs, insurance, gasoline, depreciation, etc. The employee is responsible for costs incurred for traffic or parking fines and any repairs to his/her personal vehicle.

To receive reimbursement, a check request with receipts for expenses incurred, must be submitted for costs over \$50 within seven (7) working days from the date of travel. A petty cash slip with receipts for expenses incurred may be submitted for reimbursement for expenses under \$50.

C. Out of State Travel

A Travel Request and Expense Report must be completed and approved for any out-of-state travel for which reimbursement will be requested. Estimated totals should be itemized in column number 10 of the form. If a travel advance is requested, a check request for the amount required should be submitted to the City Manager along with approved Travel Request and Expense Report. A check request may also be submitted for advance payment of the registration fees.

Travel Expense Reimbursement

Employees shall be reimbursed for the following expenses incurred while traveling out-of-state:

1. Transportation – The mode of travel is to be justified based on the most economical means in terms of costs and travel time.

If travel by automobile is feasible, a City-owned vehicle must be used unless the use of a personal vehicle has been approved in advance. Reimbursable costs include gasoline for a City-owned vehicle, mileage at the current IRS rate and tolls and parking fees. A rental car may be obtained upon arrival only if approved in advance by the City Manager.

Travel by airplane or train should be arranged in advance and accommodations should be made for tourist, coach, or economy class. The City will pay the fare for the shortest and most available direct route to and from the destination.

Taxi fares are reimbursable only when it is necessary to use such means of transportation. If travel to and from the airport is required, arrangements should be made for the airport shuttle rather than a taxi.

2. Lodging – The lodging allowance shall not exceed the normal maximum charge for a single room. It is expected that the employee will exercise prudent judgment in the selection of a place to stay. Reservations should be made at a hotel designated as conference/seminar site host, or accommodations available at the training site, or at a hotel offering discounted rates.

Lodging will be paid only for days during which the training is held and for appropriate arrival and departure time.

3. Phone Calls – The City shall pay for all business-related calls made by the employee. Collect calls should be made to the City, when necessary. The City will pay for one personal call per day provided that long-distance calls are not lengthy.

Travel Expense Reimbursement

4. Meals – The maximum daily allowance for meals is \$35.00 excluding tips and meals included within the event or registration fee. Tips should not exceed 15% of the cost of the meal and should be listed separately on the expense report.
5. Other – Costs of banquets sponsored by conference, or service-oriented workshops offered in conjunction with a conference may be paid if advance approval is received.
6. Non-reimbursable expenses:
 - a. Alcoholic beverages
 - b. Expenses of spouse/family
 - c. Social functions, i.e., tours, theatre
 - d. Loss or damage to personal property
 - e. Travel insurance

D. Reimbursement

A Travel Request and Expense Report, with itemized daily costs for transportation, lodging, phone calls, meals, etc. should be submitted to the City Manager's Office within seven work days after the employee's return. Receipts for expenses incurred during travel should be attached to the form. Discrepancies between the receipts and listed expenses should be noted.

If the employee is requesting reimbursement for expenses, a check request should be submitted to the City Manager indicating the expense category for which reimbursement is sought. If a travel advance was issued, the employee should submit a check made payable to the City of Newark listing the appropriate account number for any unexpended portion.



CITY OF NEWARK, DELAWARE TRAVEL REQUEST AND EXPENSE REPORT

PART I. TRAVEL REQUEST

Name and Title of Requestor	Department	Date of Request
Purpose of Travel, Dates of Travel, Destination		Estimated Total \$ -
Department Director Approval	Date	Approval Number
City Manager Approval	Date	Amount Approved

PART II. EXPENSE REPORT

EXPENSE CATEGORY	Requested Amount	Actual Amount Spent							TOTALS
		Sun	Mon	Tues	Wed	Thur	Fri	Sat	
Air/Rail - Ticket Price									
Car- Miles	Rate								
	\$ 0.30	0.00							0.00
Parking/Tolls									0.00
Taxi/Shuttle/Bus									0.00
Lodging Rate									
X Nights		0.00							0.00
Telephone									0.00
Registration Fees									0.00
Miscellaneous									0.00
Meals: Breakfast									
Lunch									
Dinner									0.00
Gratuities @ 15% of Meals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	\$ -								\$ -

I certify that the foregoing expenses were incurred in the conduct of City business.

Less amounts paid by City:

Employee Incurring Expense

Date

Registration _____

Transportation _____

APPROVALS:

Department Director

Date

Other
(Including advances) _____

Due Employee _____

City Manager

Date

Due City _____

INSTRUCTIONS TRAVEL REQUEST AND EXPENSE REPORT

BEFORE THE TRIP

Complete **Part I** and the Requested Amounts in Part II. Submit the original Travel Request and Expense Report to the City Manager's Office no later than fifteen (15) workdays prior to your trip departure. Include a copy of your travel plans and submit estimated travel expenses. Any requests submitted to the City Manager's Office without supporting documentation will be returned to the requesting department. The estimated totals for each expense category should be entered under the column, Requested Amount, in Part II.

Upon approval by the City Manager, an Approval Number will be assigned to the request. The original Travel Request and Expense Report will be forwarded to the Finance Department. A copy of the approved Travel Request and Expense Report will be returned to the requestor.

A Check Request for registration fees, transportation costs or an advance of travel expenses may be submitted along with the Travel Request to prepay approved costs. All Check Requests for any subsequent cash advances must be accompanied by a copy of the original, approved Travel Request and Expense Report and submitted for approval to the City Manager's Office.

AFTER THE TRIP

Within seven (7) workdays after returning from your trip, enter the Approval Number, complete **Part II** and submit it to the City Manager's Office. Daily expenses for each category should be entered in the designated areas on the form. Print the completed form and attach receipts for all reasonable expenses incurred during your trip. Discrepancies between the receipts and listed expenses should be noted.

If you are requesting a reimbursement for travel expenses, submit a Check Request for the total expenditures minus any cash advances you received. If your expenses did not exceed any cash advance(s) you received and you are returning money to the City, attach a personal check made payable to the City of Newark and list the appropriate account number. You will receive a receipt for the amount remitted to the City.

The employee incurring the expense must sign the form to certify that the expenses were incurred in the conduct of City business and in accordance with the City's Travel Expense Reimbursement policy. Approval for reimbursement must be obtained from the employee's Department Director and the City Manager.

PERSONNEL MANUAL

SUBJECT: Service Award

A. Policy

Each regular employee employed by the City for ten (10) years or more, has been granted by ordinance or collective bargaining agreement the right to receive additional annual compensation to be known as Service Award.

B. Eligibility

1. Each current, regular employee, as of December 1st, who has been granted this right and who has been employed by the City for at least ten (10) years shall receive Service Award.
2. Each separating, regular employee who has been granted this right and who has been employed by the City for at least ten (10) years, as of the effective date of separation, shall receive Service Award on a pro-rated basis.

C. Amount

1. Current employees

a) Full-Time

Service Award shall be equal to two percent (2%) of the employee's monthly base salary, as of the preceding November 1st, multiplied by the number of complete years of employment with the City as of December 1.

b) Part-Time

Service Award shall be equal to two percent (2%) of the employee's base hourly rate as of November 1 multiplied by the employee's years of service multiplied by eighty (80).

2. Separating employees

a) Full-Time

Service Award shall be equal to two percent (2%) of the employee's monthly base salary at separation, multiplied by the number of complete years of employment with the City at separation and pro-rated by the number of months of service during the current calendar year.

PERSONNEL MANUAL

Service Award

b) Part-Time

Service Award shall be equal to two percent (2%) of the employee's base hourly rate multiplied by the employee's years of service with the City at separation and pro-rated by the number of months of service during the current calendar year.

D. Time of Payment

1. Current employees – Service Award shall be distributed on or about December 1st of each year.
2. Separating employees – Service Award shall be distributed along with the final paycheck.

PERSONNEL MANUAL

SUBJECT: Voluntary Educational Assistance

A. Policy

The City shall provide financial assistance to each employee who successfully completes any formal, undergraduate educational course which is not a prerequisite to employment and which is directly related to the improvement of the employee's ability to perform his/her assigned duties.

B. Prior Approval

Each employee who wishes to apply for financial assistance according to this policy must receive the approval of the employee's department director and the City Manager prior to the commencement of the course. Such request for approval must be submitted in writing on an Application for Voluntary Educational Assistance Form (pg. 5.10-2).

C. Criteria

To be considered eligible for financial assistance, each course for which assistance is sought must be shown to have a direct effect on the improvement of the employee's ability to perform his/her assigned duties.

D. Required Documentation

Each employee who successfully completes a pre-approved course shall submit a Request for Educational Reimbursement (pg. 5.10-5) accompanied by documentation of all eligible expenses incurred for which financial assistance is requested. Successful completion shall mean the achievement of a grade of C or better. Costs incurred in the pursuit of any course for which the employee receives a grade below C shall be ineligible for financial assistance.

E. Eligible Expenses

The cost of tuition and textbooks shall be the only expenses eligible for financial assistance. No other costs shall be eligible for financial assistance.

F. Rate of Reimbursement

The City will reimburse each employee for half of all eligible expenses.



PERSONNEL MANUAL

CITY OF NEWARK, DELAWARE

APPLICATION FOR VOLUNTARY EDUCATIONAL ASSISTANCE

Name _____

Date _____

Job Title _____

Employee Group _____

Date Hired _____

Have you received reimbursement from the City for previous course work?

Yes ___ No ___ If yes, when? _____

Class standing: Freshman hrs _____ Sophomore hrs _____

Junior hrs _____ Senior hrs _____ Grade. Hrs _____

When will course work begin ____ / ____ / ____ End ____ / ____ / ____
Mo. Day Yr. Mo. Day Yr.

Name of institution _____

Major course of study _____

Course to be attempted:

<u>Course No.</u>	<u>Name</u>	<u>Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

ESTIMATED COSTS

Tuition \$ _____

Books \$ _____

Estimated Total \$ _____

Are you eligible to receive financial assistance from other sources to defray educational expenses?

Yes ___ No ___



PERSONNEL MANUAL

Name of other source(s): _____

I certify that the information submitted on this form is true to the best of my knowledge.

Employee Signature

____ Approved ____ Disapproved

Department Director/Date

____ Approved ____ Disapproved

City Manager/Date

Approval of the above listed courses has been tentatively granted pending receipt of documentation of your completion of the course work, receipt of an average grade and expenses incurred.



PERSONNEL MANUAL

Dear

Please find attached a copy of your Application for Voluntary Educational Assistance. You were granted tentative approval for reimbursement of related expenses pending the successful completion of your course work.

After you have successfully completed your course work, please submit to me all necessary documentation of your expenses and final grades, along with a Request for Educational Reimbursement so that I may determine your eligibility for this benefit.

I wish you continued success in your educational pursuits.

Sincerely,

Charles M. Zusag
Assistant to the City Manager

CMZ/smp

cc: Department Director



PERSONNEL MANUAL

REQUEST FOR EDUCATIONAL REIMBURSEMENT

Date: _____

Mr. Charles M. Zusag
Assistant to the City Manager
P.O. Box 390
Newark, DE 19715-0390

Dear Mr. Zusag:

I have now successfully completed voluntary education course work pursued during the ___Fall, ___Spring, ___Summer semester of 20____. This course work was previously approved by the City.

I am requesting the City to reimburse me for fifty percent (50%) of the cost of books and tuition. My cost for books and tuition was \$_____. A copy of my final grade and an itemized statement for books as well as the necessary receipts are attached documenting these costs.

Thank you in advance for your attention to this matter.

Sincerely,

Employee Signature

PERSONNEL USE ONLY:

_____ Approved for Reimbursement - Amount \$_____.

Charles M. Zusag
Assistant to the City Manager

PERSONNEL MANUAL

SUBJECT: Safety Glasses

A. Policy

The City will pay up to \$75.00 for the purchase of approved safety frames and prescription safety lenses for employees in specified positions.

B. Vendor

Glasses may only be purchased from a vendor approved by the City.

C. Positions Covered

Employees assigned to the following positions shall be eligible to purchase safety glasses in accordance with this policy:

- All positions in AFSCME Local 1670
- All positions directly supervising AFSCME employees
- Special Projects Coordinator
- Codes Inspection Supervisor
- Code Enforcement Officer
- Chief Surveyor
- Instrument Technician
- Survey Assistant
- Water and Sewer Inspector
- Utility Inspector
- Director of Electric
- Assistant Director of Electric

D. Approval

Prior to purchasing safety glasses, each employee must receive the written approval of the Assistant to the City Manager. The City will not pay for any safety glasses purchased without the written, prior approval of the Assistant to the City Manager.



PERSONNEL MANUAL

SUBJECT: Uniforms

A. Policy

It is in the City's best interest to promote a positive image of City employees. One means to promote a positive image is to establish guidelines for the appropriate attire of City employees while they are on duty. While on duty, City employees will be required to wear appropriate attire as defined by this policy.

B. AFSCME Employees

Each employee is required to wear a blue shirt or sweater with sleeves. Pants are to be dark blue and may include dark blue jeans. Shorts are not permitted. Each employee may purchase blue outer garments such as coveralls, jackets, insulated pants, etc. Each employee may choose to purchase their uniform items directly at their own expense or lease them through the City's uniform supplier. The value of any item(s) leased shall be reported as a taxable benefit to the employee.

Exceptions – Each employee shall be permitted to wear until December 31, 2012 uniform items of different color, purchased by the City prior to the adoption of this policy provided such items do not show excessive wear.

Safety Items – While working outside of a building or vehicle, each employee is required to wear an approved, reflective, safety vest. The City will supply all safety vests at no cost to the employee. The City will supply other uniform safety items at no cost to the employee with the exception of safety glasses and safety shoes which are purchased jointly by the employee and the City in accordance with other personnel policies or bargaining unit agreements.

C. CWA Employees

Each employee assigned to a position listed below is required to comply with the uniform requirements listed in Sec. B above, except as indicated below:

- Code Enforcement Officer
- Property Maintenance Inspector I
- Property Maintenance Inspector II
- Fire Prevention Inspector
- Fire Marshal
- Chief Meter Reader – Shorts permitted
- Meter Reader I – Shorts permitted
- Meter Reader II – Shorts permitted
- Stormwater Program Coordinator
- Special Projects Coordinator
- Chief Surveyor
- Water and Sewer Inspector
- Utility Inspector
- Survey Instrument Technician



PERSONNEL MANUAL

Uniforms

D. Management Employees

Each employee assigned to a position listed below is required to comply with the uniform requirements listed in Sec. B above:

- Electric Line Supervisor
- Water and Wastewater Supervisor
- Street Supervisor
- Chief Mechanic
- Public Works Superintendent
- Parks Supervisor
- Parks Superintendent

E. FOP Employees

Each police officer is required to comply with the uniform requirements contained in the Newark Police Department Policy and Procedures Manual.