



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	215	Approval Date: 11/15/11
Policy Title	Tool Allowance-Highway Department	Effective Date: 01/01/12
		Revision Date(s): 11/7/2017

Dodge County provides a tool allowance to Highway Department employees who are classified as Mechanics and Welders.

Payment for tools is made upon presentation and approval of a statement to either the Shop Superintendent, Assistant Highway Commissioner or the Highway Commissioner. In the event the statement is for the replacement of a broken tool, the broken tool must be turned in before the statement will be approved.

The current maximum annual tool allowance is two hundred-fifty dollars (\$250.00). Newly hired employees in these classifications will be eligible to receive a pro-rated amount of the maximum tool allowance upon completion of their orientation period. Any portion of the annual tool allowance not used by the end of the calendar year will not be carried forward into the succeeding calendar year and will not be paid out.

If an Employee terminates employment or retires during the calendar year and the employee has submitted and been reimbursed for a tool allowance, the allowance will be prorated and the employee must repay to the County the difference between the prorated amount and the actual amount received. Repayment will be through payroll deduction when possible.