

# **TOWN OF SLAVE LAKE**

## **ADMINISTRATIVE POLICY**

Department:	CAO	Policy No:	ADM-22.2001
Policy Title:	<b>Purchase of Wearing Apparel for Full Time Staff</b>	Issue Date:	January 1, 2023
Issued to:	All Employees and Council	Policy Type:	New

### **1 PURPOSE**

To provide consistent guidelines of the Town's contribution towards the purchase of wearing apparel for full time staff and Town's Council.

### **2 POLICY STATEMENT**

It is the desire of the Town that Council and full-time staff show pride in the municipality through wearing apparel with the Town's logo prominently displayed.

### **3 GUIDELINES**

#### **3.01 Procedure and Responsibility**

- 3.01.1 Each year the Town will authorize the payment of a maximum \$100 towards the purchase of wearing apparel, subject to clause (1) for Council, returning summer staff and full-time staff.
- 3.01.2 The option to purchase wearing apparel will be made available to all Councillors and full-time staff of the Town.
- 3.01.3 A Town logo and/or name must be prominently displayed on wearing apparel purchased through the Town.
- 3.01.4 In order to purchase Town wearing apparel, the purchaser must be a Councillor, returning staff or full-time employee that has been employed by the municipality for a period of one year.

### **4 REVIEW OF THE POLICY**

This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

### **RELATED POLICIES**

- None.

### **APPROVAL and REVISION CONTROL**

ISSUED BY	APPROVED BY:	DATE:
1. Chief Administrative Officer		2023/03/17

