

UNIFORMS – OFFICE STAFF

References: Town of Cottesloe Enterprise Bargaining Agreement

Related Policy: Rangers' Uniforms/Depot staff uniform policy

(1) BACKGROUND

The Town of Cottesloe EBA contains provision for payment of a uniform allowance to office staff.

(2) AIM OF THIS POLICY

To stipulate the method of administering the EBA provision in relation to the uniforms allowance for office staff.

(3) POLICY STATEMENT

Each year the Town will contribute the amount, agreed in the Town of Cottesloe EBA of 2010 and as adjusted annually in accordance with this policy, to each eligible staff member.

The following conditions apply:

- (a). The amount credited to each officer's account at the start of each financial year is to increase annually by the prevailing CPI for the previous 12 months as at 30 June each year. This will be paid via the payroll system with half on the first pay day in July and half on the first pay day December each year.
- (b). Officers will not be paid the uniform allowance during their probation period.
- (c). New officers will receive the uniform allowance pro-rata calculated from their start date to the end of the financial year, upon the successful completion of their probation period.

ADOPTION: February, 2014

REVIEW: February, 2019

Replaces policy of November 2010