

Watertown City Council

March 10th, 2026

Agenda Item: Employee Handbook - Amendment**Request for Action:** To Review and Adopt The Employee Handbook Amendment**Employee/Dept.:** Dan Tolsma, City Administrator**Background:**

At the February 3, 2026 Personnel Committee meeting, the committee discussed an amendment to the Employee Handbook.

Interim Public Services Superintendent Mike Loehrs had brought a request forward for the \$100 clothing allowance afforded to office employees be extended to public services and public utilities employees. Those employees whose positions require work pants and work shirts (Public Services and Public Utilities) receive \$300 annually for the purchase of work pants and work shirts emblazoned with the city logo. Currently, those employees may use up to \$100 of their \$300 work pants/shirts allowance toward office type clothing.

Recommended Amendment:

The personnel committee discussed Mr. Loehrs' request to give Public Services and Public Utilities employees the same \$100 allowance for office type clothing that the office employees receive. The personnel committee recommends the change.

11.22. Clothing Reimbursement Policy. *The City will provide all safety related personal protective clothing and equipment such as: reflective jackets, reflective vests, hard hats, gloves, high-visibility clothing, non-prescription protective eyewear, hearing protection, face shields, and other safety related clothing and equipment as needed. Any outerwear/clothing purchased must be high-visibility to be eligible to be covered as a safety expense.*

The City will provide up to \$300 for the purchase of protective footwear annually to be budgeted within the respective department safety budget.

The City will also provide up to \$300 for the purchase of work pants and work shirts (emblazoned with the city logo) for those employees whose positions require such clothing.

~~*Of the \$300 allocated for work pants/work shirts, the employee may choose to use up to \$100 (not to exceed) for other clothing emblazoned with the city logo from the City's authorized vendor.*~~

The City will provide each office regular full-time employee with up to \$100 of clothing emblazoned with the city logo each year from the City's authorized vendor.

The employee will be allowed to select the item of clothing from a pre-selected range of styles. The employee must provide a completed expense statement and a sales receipt for all items to receive a reimbursement.

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

"I make a motion to approve the recommended language changes to the Employee Handbook as presented".

Attachments:

Proposed Employee Handbook Language Amendment.

a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

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