



S25/25

POLICY REGISTER

Subject: Staff - Corporate Wardrobe

	Current	Previous	Prior	Prior
Minute No:	219	268		
Meeting Date:	13/11/2006	16/06/1997		
Review Date:	August 2008			

OBJECTIVE:

To improve the public profile of Council by presenting a professional image and develop a feeling of pride amongst staff.

PROCEDURE:

Muswellbrook Shire Council endorses and adopts the Local Government Corporate Wardrobe Collection for use as a non-compulsory uniform for all relevant staff.

1. Principles

Staff participation in the Corporate Wardrobe is recognised as voluntary. The wardrobe must only be worn when on official duty.

To assist staff in acquiring the wardrobe, a staff member will be asked to co-ordinate the purchasing and subsidy program. This staff member shall be referred to as the Wardrobe Co-ordinator.

All staff are required to forward all documentation including packaging slips/invoices to this representative to assist with account reconciliation.

Cleaning, repair and alterations of the Corporate Wardrobe is the responsibility of the individual staff member.

2. Council Support and Subsidy

Council agrees to provide the following assistance.

2.1 In the first year of employment, Council will pay a maximum of \$700.00 towards a Base Wardrobe to encourage participation in the program.

In the following years of employment a 50% subsidy of yearly purchases, up to the dollar value of \$500.00 per annum (maximum subsidy of \$250.00).

The above offer only applies to permanent full-time staff.

Muswellbrook Shire Council

2.2 If a staff member is permanent but works part-time he/she shall be entitled to the equivalent to the amount of hours they work, i.e. if he/she works 14 hours per week 14hours divided by 35 = 0.4hours multiplied by \$700.00 (first year of employment) = \$280.00 maximum towards a Base Wardrobe.

If a staff member has been employed in a temporary position for a period of 6-12months he/she shall be entitled to half that of a permanent staff member. Maximum \$350.00 (Temporary part-time staff will use the same calculation as permanent part-time staff).

Part-time staff employed in highly visible public areas may be entitled to a full contribution as set out in 2.1 as determined by the General Manager.

2.3 Casual staff shall not be entitled to a Wardrobe allowance.

2.4 This policy will apply to staff employed on a contract basis as determined by the General Manager.

2.5 Payroll deduction will be over a maximum of 12 months, minimum of \$10.00 per week repayment.

2.6 Any future annual uniform purchases/replacements will be considered for subsidy dependent on maintaining at least 50% of staff participation in the Corporate Wardrobe. Amount of subsidy will be subject to Council's budget at the time.

3. Procedures

All relevant staff are required to follow the following procedures for ordering the Corporate Wardrobe:

3.1 Staff are to select their uniform in accordance with the information contained above, and complete an order form.

3.2 Each staff member must also complete a payroll deduction form.

3.3 The completed order form and payroll deduction form must be submitted to the Wardrobe Co-ordinator who will co-ordinate the orders, calculating the subsidy benefits for each staff member.

3.4 All goods are sent directly to the relevant staff member. Upon receipt of the clothing, each staff member is required to check that all goods are received, initialling the invoice and forwarding it to the Wardrobe Co-ordinator for payment. All payroll deductions will be calculated from the date of receipt of the clothing.

3.5 All returns/refunds are the responsibility of the staff member. Where a staff member wishes to return any clothing, the clothing must be repacked in the packaging from the Wardrobe Supplier. Forms are available from the Wardrobe Co-ordinator. Authorisation and adjustment is undertaken by the wardrobe Supplier.

3.6 Details of returns etc must be given to the Wardrobe Co-ordinator to allow payment of invoices.
