

COUNTY OF ST. PAUL #19

Policy Number

PW-100

Title
Mechanics' Allowance
Policy

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Date Approved

Objective: The County of St. Paul wishes to provide its employees with financial assistance to obtain the best resources to carry out their duties. Certain Public Works employees require the incumbents to possess a full set of automotive mechanic hand tools with a suitable lock box and/or a pair of suitable work boots. The County wishes to implement a tool and a boot allowance for the purposes of augmenting Public Work Department toolkits and ensuring the safety of our employees.

Policy Statement:

Mechanic's Allowance Eligibility:

- 1) Prior to the end of each fiscal year, the Superintendent of Public Works will determine and notify those employees in mechanic positions who meet the eligibility criteria listed below for a mechanics' allowance.
- 2) Employees who perform full-time mechanic duties for at least six of the preceding twelve months may be granted a mechanics' allowance
- 3) Employees on Workers' Compensation, alternative work assignment, light duty, or leave of absence for more than six months of the preceding twelve months are not eligible for the mechanics' allowance.
- 4) An employee receiving a mechanic's allowance from the County of St. Paul must remain with the County for six months following any use of the allowance. If an employee terminates their employment prior to the six month period, any tool allowance used will be deducted from the employee's final pay cheque.
- 5) Regular part-time and temporary employees are not eligible for a mechanics' allowance.

Payment of Mechanic's Allowance:

- 1) The mechanic's allowance is \$1300 per fiscal year which runs from January 1 to December 31.

2) Employees who meet the eligibility requirements may purchase tools at their discretion. Following the purchase, a voucher must be submitted, with the receipt(s) attached, to the Superintendent of Public Works or their designate.

3) A mechanics' allowance is considered as gross wages for the purposes of retirement benefits calculations, federal and provincial income tax, and other withholdings and contributions based on gross wages paid.

4) A mechanics' allowance is not incorporated in hourly or base wages for the purposes of calculating salary increases, overtime, benefits coverage, or any other benefit other than those based on gross wages paid.

5) Employees are responsible for filing tool expenses on their tax returns.

Tool Inclusions:

1) Any hand tools for the purposes of carrying out an employee's day-to-day duties shall be eligible.

2) Any personal protective equipment directly related to carrying out an employee's day-to-day duties shall be eligible including:

- Gloves
- Eyewear
- Headwear
- Clothing/Garments
- Hearing Protection
- Boots

3) If an employee wants to purchase a tool or other object that they are unsure meets the eligibility requirements, they may request in writing to the Superintendent of Public Works approval to make the purchase.

Ownership of Property:

1) All mechanics are responsible for supplying their own tools. It is understood that employees share tools while carrying out their duties and that some of these tools will lose their usefulness over time. Any tools or equipment purchased using the mechanic's allowance will belong to the employee who submitted the voucher and receipts for that item in question.

	Date
Approved by Council	
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