

Memorandum of Procedure
FLAME RESISTANT (FR) CLOTHING ALLOWANCE
March 2020

Required FR daily wear clothing will be provided in accordance with this procedure. Employees wishing to purchase more than their allowance will be responsible for the difference. Only approved FR clothing, supplied by a MMU authorized vendor, may be purchased with this allowance.

Annually:

\$500 annual allowance for each employee in the following positions (by department):

Electric Distribution – Line Foreman, Meter Technician/Lineman, Journey Lineman, Apprentice Lineman, and Electrician; **Administrative Services** – Lead Fiber Optic Technician, Fiber Optic Technician.

The goal of this allowance is to enable the employee to replace: 2 shirts per year (10 shirts within 5 years); 3 pair of jeans per year (10 pair of jeans within 3 1/3 years); 1 seasonal shirt every 1 1/2 years (3 seasonal shirts within 4 1/2 years); and one set of outerwear every 3 years.

\$400 annual allowance for each employee in the following positions (by department):

Electric Distribution – Director, Assistant Director, Master Industrial Electrician

The goal of this allowance is to enable the supervisory employee to replace: 2 shirts per year (10 shirts within 5 years); 3 pair of jeans per year (10 pair of jeans within 3 1/3 years); 1 seasonal shirt every 2 years (3 seasonal shirts within 6 years); and one set of outerwear every 10 years.

Each employee indicated above will be provided an initial supply of the appropriate clothing (10 shirts, 10 jeans, 3 seasonal shirts, and 1 set of outerwear consisting of coat and overalls).

Unused Allowances

Unused allowances may roll over from year to year but in no case will unused allowances be available longer than 4 years. (Example: Unused allowance received in January 2009 will remain available until December 2012).

Subsequent Years:

The allowance for subsequent years will be determined by MMU after reviewing potential price changes for clothing supply.

Laundering and Inspection:

All garments are to be laundered and inspected by the employee.

Repair:

If damage occurs to clothing while on the job, the department director may authorize the submission of damaged clothing to a MMU approved vendor for possible repair. Any applicable repair charges would not be counted against the employee's allowance so long as the damage occurred on the job and was not due to negligence. If an employee wishes to repair clothing that was damaged while off the job, or due to negligence, the employee may make payment to MMU in advance for such repairs.

New Employees:

New employees will be provided with an initial supply of the appropriate clothing.

Wearing Requirement:

Employees in the positions identified above are expected to be in FR clothing while at work. They are expected to comply with all requirements of MMU's Flame Resistant (FR) Clothing Policy.