Rowland Water District
Memorandum

To: **All Employees** From: **Tom Coleman, General Manager**

Date: **August 9, 2023**

Subject: **District Apparel Allowance Program**

Effective FY 2023-2024, the District will provide fulltime employees with an allowance of $100 per fiscal year (July 1 – June 30) for the purchase of District-branded apparel. The uniform policy for field staff will continue in place. This program is being implemented so that all employees may wear District-branded apparel on their working Fridays (for office staff), for outside meetings/trainings, and/or at community events.

Procedures for Placing and Tracking Allowance

- Orders will be placed on a quarterly basis, on the first Monday of the following months: September, December, March, and June.
- Apparel will be selected from the Company Casuals website: https://catalog.companycasuals.com/. Please note, all apparel will be company branded, with a logo or white script.
- Employees are responsible for entering their order onto the spreadsheet saved in the company drive at: H:\Employee Apparel. Orders will be placed with the vendor on the date noted on the spreadsheet.
- Prices are calculated and entered onto the spreadsheet once the order is placed with the vendor.
- Allowances will be deducted from the total and employees will be responsible for paying the difference. It is the employee's responsibility to keep track of their allowance balance. Questions regarding allowance balances may be directed to Gabby Palomares who will keep track as well.
- Amounts exceeding the allowance cap is expected to be paid upon receipt of merchandise. Gabby will coordinate your payment with Customer Service staff.
- Return Policy – There are no returns or exchanges on branded merchandise. The only exception is receipt of damaged items. Please make sure to review the size chart prior to placing your order.
- Remaining funds not used during the fiscal year will not roll over into the next fiscal year.

For questions or concerns please contact Gabby, Ext. 812.