

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 32 (R)

February 4, 1986

TO: All Departments, Boards, Agencies and Commissions

FROM: Coralee Basile, Chief Administrative Officer

SUBJECT: AUTOMOTIVE TOOL ALLOWANCE

1. PURPOSE.

This memorandum is revised in order to add classes of employees eligible to receive a tool allowance. This revised issue of the policy replaces the following memoranda:

Policy Memorandum No. 32 - December 19, 1977
Policy Memorandum No. 32, Amendment No. 1 - January 1, 1980
Policy Memorandum No. 32, Amendment No. 2 - January 7, 1983

2. ELIBIBLE EMPLOYEES.

- A. Individuals employed in the following Civil Service classifications are eligible to receive an annual automotive tool allowance:

<u>Class Code</u>	<u>Title</u>
1980	Airport Mechanic
1981	Senior Airport Mechanic
1991	Automotive Mechanic II
1992	Automotive Mechanic III
1993	Senior Mechanic

- B. Only probationary or permanent employees in the classification listed above and who are on the payroll as of January 1 are eligible for the tool allowance. If an employee is terminated by resignation, dismissal or layoff before the tool allowance checks are issued, the employee shall not receive the tool allowance.

3. NEW EMPLOYEES.

Appointing authorities are hereby authorized to grant new employees the allowance shortly after they are hired. It is incumbent upon appointing authorities to establish a policy which treats all employees under their jurisdiction equally as relates to the time period after appointment for granting of the allowance. A RAMS-P2 form should be submitted to affect the issuance of the allowance.

4. AMOUNT OF TOOL ALLOWANCE.

The annual tool allowance is \$150.00.

5. ADMINISTRATION OF TOOL ALLOWANCE.

- A. Appointing authorities shall provide each employee receiving the automotive tool allowance with a list of required metric and non-metric tools which must be furnished by the employees.
- B. The employee must sign the list certifying compliance with the specified requirements. A copy of the signed list accompanied by receipts for all tools purchased by the employee shall retained by the appointing authority.
- C. The appointing authority shall maintain an inventory of the tools purchased by each employee.
- D. Reimbursement from Sundry Claims shall be limited only to tools which are stolen. The claim form must be supported by a police report. The claimant may be reimbursed only for the cost of the tools verified by the annual inventory maintained by the department.
(See Policy memorandum No. 7).

6. ANNUAL DISTRIBUTION PROCEDURE AND PAYMENT SCHEDULE.

The procedure for distribution of the annual tool allowance and payment schedule shall be published in a circular memorandum each year.

7. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Head of the Personnel Management and General Services Division of the Chief Administrative Office.

CB:LRF:ch