




City of Round Rock Tool Reimbursement Program

Change Control

Authors		City Manager's Office	
Effective Date		January 1, 2014	
	Date	December 16, 2013	
Approval	Name	Steve Norwood	
	Title	City Manager	
	Signature		

I. Scope

Mechanics hired by the City of Round are required to purchase and replace tools while employed with the City. Tools to be purchased are necessary for the job being performed. Some examples of acceptable tools to purchase are: Sockets, ratchets, wrenches, hammers, screwdrivers, etc.

II. Eligibility

Employees who have completed their probationary period are eligible for tool reimbursement. Department superintendents/supervisors are responsible for identifying need, maintaining records of purchase and reimbursement.

New employees will be eligible for reimbursement while serving in their probationary period. If the employee fails to complete the probationary period, amounts reimbursed to purchase the tools will be deducted from their final paycheck.

Tools are to be purchased on personal time only, not on City time, except when purchasing from the tool truck at the worksite. There will be no personal mileage reimbursement and no transportation provided by a City vehicle for purchase of tools. The program is limited to up to \$600 per calendar year.

III. Payment

Employees can purchase tools necessary for the job. Questions about tools required can be addressed to the supervisor.

1) Employees can go to the store of their choice to purchase tools providing they meet the standards as noted above. A paid receipt specifying tools purchased is to be submitted to the superintendent/supervisor as proof of purchase. A copy of the receipt will be attached to a purchase order made out to the employee for reimbursement of up to \$600.00 per calendar year.

IV. Administration

- 1) The Department will be responsible for verifying and approving reimbursements when requested and submitting them to Finance for payment.
- 2) The Department will be responsible for monitoring the \$600 annual limit to ensure employees are in compliance.