

EXECUTIVE ORDER NO. 111

TO: All Agencies under the Mayor
FROM: Wellington E. Webb, Mayor
DATE: May 20, 2003
SUBJECT: Tool Reimbursement

Purpose: This executive order establishes the policy of the City and County of Denver for reimbursing certain employees for expenditures they make to acquire tools required to perform their duties. Executive Order No. 111, "Procedures for Implementing Tool Allowance," dated October 7, 1987, and Memoranda thereto, are hereby cancelled and superseded by this Executive Order.

- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of the Executive Order No. 111 is found in Section 2.2.10 of the 2002 Revised Charter.
- 2.0 **Policy:** This policy shall provide an equitable tool reimbursement for appropriate job classifications. Although most tool vendors will replace broken tools free, the employee still has to bear significant costs. These costs include the upgrading of tools, metric tools, special tools, lost or stolen tools and expendable tools. These costs can be quite high. The maximum amount of the tool reimbursement shall be the amount specified in the memorandum attachment to this Executive Order.
- 3.0 **Memorandum Attachments:** The procedure(s) for implementing this Executive Order, may be defined by Memorandum Attachments to the Executive Order which shall become a part of the Executive Order. Further the Office of Budget and Management, which is responsible for the content of this Executive Order, shall have the authority to issue procedural Memorandum attachments relative to this Executive Order.

Approved for Legality:



City Attorney for the City and County
Of Denver

Approved:

Wellington E. Webb
MAYOR

Bruce Baumgartner
Manager of Aviation

Chris Veasey
Manager of Environmental Health

Thomas J. Miga
Manager of General Services

James Meira
Manager of Parks & Recreation

Stephanie Foote
Manager of Public Works

CHeryl Cohen-Vader
Manager of Revenue

Tracy Hurd
of Safety

Donna Good
Manager of Human Services

MEMORANDUM NO. 111A

TO: All Agencies under the Mayor
FROM: Michael B. Hancock, Mayor
DATE: March 28, 2023
SUBJECT: Procedures for Implementing Tool Reimbursement

- 1.0 This memorandum establishes the procedures and eligible classifications for reimbursing certain employees for expenditures made by employees to obtain tools required to perform their duties.
- 2.0 If tools are presently provided by the agency, this practice will continue. If tools are required (in the job specification), a tool reimbursement may be provided. Minimum tool requirements will be set by Department/Agency management.
- 3.0 For employee classifications that will receive a tool reimbursement:
- 3.1 The agency shop will supply tools that are 1 ½" and larger.
- 3.2 Expendable tools such as drill bits, easy outs, saw blades, handles, files, etc., will be paid for by the employees and reimbursed by the Department/Agency as provided herein.
- 4.0 Eligibility: Eligible employees who have worked in any one of the specified classes full-time, without interruption, for one full year shall receive tool reimbursement following completion of each required year.

The tool reimbursement for employees in the following classifications will not exceed \$1,000 per year:

- Fleet Technician I
- Fleet Technician II
- Fleet technician III
- Fleet Technician Lead
- Fleet Collision Technician

- 4.1 Employees with a tool inventory of less than \$1,500.00 will not be eligible for tool reimbursement.
- 4.2 Employees who have their tools purchased for them by their agencies, will not receive tool reimbursement: Employees in these job classifications will continue to receive expendable tools currently provided.
- 5.0 All requests for tool reimbursement payments shall be submitted to Accounts Payable who will process a reimbursement request in Workday.
- 5.1 On the employee's anniversary date, the forms will be prepared by the employee and the department, and submitted to the Controller's Office for reimbursement.

5.2 Each request shall be signed by the employee and approved by the Department or Agency head or designee.

6.0 Every three years, the Budget and Management Office, in cooperation with agencies that have employees eligible for tool reimbursement, will review the reimbursement amount and affected classifications and make needed adjustments.