


## 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"Procedures for Implementing Tool Allowance," dated October 7, 1987, and Memoranda thereto, are hereby cancelled and superseded by this Executive Order.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.

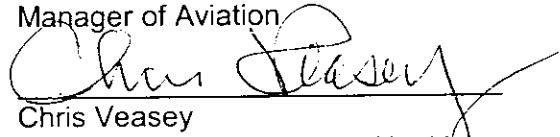
Approved for Legality:

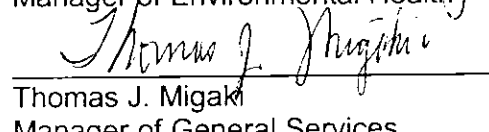
  
J. Wallace Wortham, Jr.  
City Attorney for the City and County  
Of Denver

Approved:

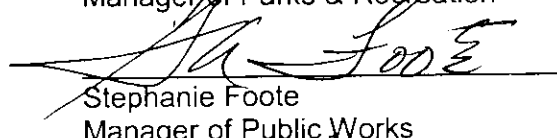
  
Wellington E. Webb  
MAYOR

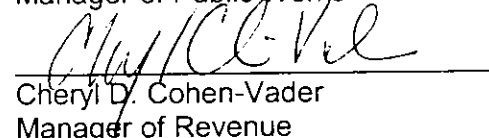
  
Bruce Baumgartner  
Manager of Aviation

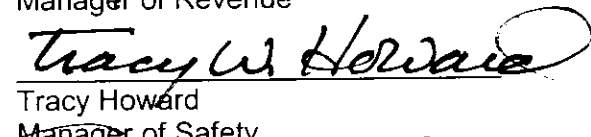
  
Chris Veasey  
Manager of Environmental Health

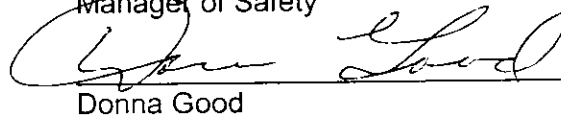
  
Thomas J. Migaki  
Manager of General Services

  
James Meira  
Manager of Parks & Recreation

  
Stephanie Foote  
Manager of Public Works

  
Cheryl D. Cohen-Vader  
Manager of Revenue

  
Tracy W. Howard  
Manager of Safety

  
Donna Good  
Manager of Human Services

MEMORANDUM NO. 111A

**TO: All Agencies under the Mayor**  
**FROM: Mayor**  
**DATE: May 20, 2003**  
**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 \$500 per year:

- Associate Heavy Equipment Mechanic
- Heavy Equipment Mechanic
- Trades Apprentice (Heavy Equipment Mechanic)
- Mower Mechanic
- Maintenance Machinist
- Police Fleet Technician
- Senior Mechanic
- Heavy Equipment Service Technician
- Trades Apprentice
- Body Repair Worker, except those whose primary duty is painting

Employees in the Trades Apprentice positions, noted above, shall be eligible for tool reimbursement only for the four-year apprenticeship term.

- 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 on Form ADM 67, "Tool Reimbursement Payment Request," and supported by itemized receipts. Each request form must be accompanied by an Aspen Voucher Request Form (ADM 8) in the amount of the requested reimbursement.

- 5.1 On the employee's anniversary date, the forms will be prepared by the employee and the department, and submitted to the Auditor 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.