

September 9, 2014

## SUBJECT:

## ORIGINATING DEPARTMENT:

Policy on County Uniforms

Human Resources

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**POLICY**

The Board of County Commissioners intends to furnish regular full-time and part-time County employees within designated divisions, with uniforms to facilitate employee identification in field operations and also to provide a benefit to those employees whose normal job functions result in abnormal wear to their clothing.

**PROCEDURE:**

The Department of Management and Budget shall be responsible for facilitating this policy by preparing Uniform Bid Specifications and Terms and General Conditions Agreement annually or supervise one multi-year contract in accordance with County bid regulations.

County divisions authorized to provide uniforms for their employees shall be responsible for obtaining, as needed, uniforms from the uniform vendor who is awarded the County bid. These uniforms will be obtained according to one of the following acquisition methods:

Purchase: The division owns the uniform and the employee is responsible for uniform laundering.

Full Service Lease: The uniform is picked-up by the uniform vendor, professionally laundered and returned to the division weekly. Unneeded uniforms are returned to the vendor when no longer worn by the employee. Worn and damaged uniforms are to be replaced by the uniform vendor.

**Note:** Protective gear and special equipment items are not considered uniforms and are the responsibility of the division to procure in a cost efficient manner.

The following County divisions are authorized to furnish employees with uniforms under one of the two designated methods:

- Fleet – automotive shop personnel
- Road Maintenance – maintenance personnel, equipment operators and Traffic Control field personnel
- Facilities Management – custodial & trade workers
- Aquatics – aquatic plant field personnel
- Solid Waste – landfill maintenance personnel & recycling technician
- Utilities – technicians, operators and operations supervisor
- Transit – bus drivers
- Parks – recreation personnel & ground maintenance field employees
- Building – construction inspectors
- Compliance – code enforcement inspectors

Divisions requesting authorization to furnish employees with uniforms, add personnel to existing authorization, or to be included under the Full Service Lease provision must forward said requests to the Department of Management and Budget.

The Community Services and Development Services Departments will be responsible for jointly preparing one Uniform Bid Specification and Terms and General Conditions Agreement for the purpose of obtaining the type of uniforms, which will enhance the professional image, and appearance of eligible employees in their operations.

Authorized uniform personnel in these divisions are:

- Animal Services – kennel workers, shelter technicians and office staff
- Development Services – Code Compliance

## **COUNTY UNIFORMS**

- a. The official uniform will be the same for all uniformed employees in a department or division. The official county uniform may include shirt, pants, belt, hat/cap and jacket as selected by the department or division director and approved by County Administration. Each department or division director will determine the style, color and components making up the official uniform.
- b. The County will purchase and lease uniforms from the vendor awarded the county bid and issue uniforms to eligible employees as allocated in the approved fiscal year budget.
- c. The County Administrator must approve any deviations from the official county uniform. The Department Director will submit a written request describing the nature of the deviation and the reason the deviation is warranted.
- d. Each eligible employee, including probationary employees, will be issued one set (one shirt and one trouser / pants) for each workday in the employee's workweek. Other garments such as a belt and jacket will be issued separately.
- e. Employees will wear the approved uniforms throughout the work shift unless otherwise approved by the division director. Employees are not authorized to wear uniforms outside regular work hours unless approved by the Department Director; however, uniforms can be worn during normal travel to and from the employee's place of work or lunch.
- f. County uniforms are to be worn in a neat and proper manner to reflect employee pride and professionalism.
- g. County employees shall not wear their County uniforms while off duty or on leave.
- h. All uniform shirts regardless of style are to be buttoned to the second button from the neck of the shirt and must be tucked inside the uniform trouser/pants. This includes tee shirts. This requirement is for safety as well as to enhance employees' appearance to the general public.
- i. An employee who fails to wear the prescribed uniform or reports for work in a soiled uniform will be sent home without pay to change uniforms.
- j. All uniform trousers/pants are to maintain a comfortable fit and appearance and must be worn with a black uniform belt.
- k. Pins, badges or other insignia related to the employee's job as issued to the employee by the County may be worn on the County uniform. Pins, badges or other insignia not issued by the County, must have written approval from the County Administration prior to being worn on the county uniform.
- l. In case of damage to the uniform during the performance of the employee's normal work functions, the garment is to be turned in and a replacement item from spare uniforms, if available, will be issued to the employee. The employee will report uniform damage to the immediate supervisor by the end of the workday.

- m. All provided uniforms are the property of the County and must be returned upon termination of employment. Failure to return all assets may result in withholding leave compensation or legal action to recover costs.

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**FOOTNOTES & REFERENCES TO RELATED AR's:** Supersedes AR 7.14 dated February 11, 1992; AR 7.14-1 dated August 4, 1998, AR 7.14-2, dated September 1, 1998; AR 7.14-3 dated October 10, 2010.