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**Clay County Board of County Commissioners
Uniform Policy**

OBJECTIVE:

To establish guidelines for the rental, lease and/or purchase of uniforms for certain County employees.

OVERVIEW:

Certain County employees are exposed to working conditions that routinely place the employee in situations which may damage his/her personal clothing beyond the usual wear and tear. Others may need to present a neat and uniform appearance as County employees to the public. In these situations, it is the intent of the County to provide suitable clothing to its employees in a consistent and fair manner.

SCOPE:

Provide garments for all employees identified by the department head and approved by the County Manager whose job places them in situations that may damage their personal clothing, and/or requires identification as a County employee. Rain gear and personal safety items are not included in this policy.

PROCEDURE:

- I. This policy and the annual budget process will address which County employees are to be provided uniforms.
- II. Any employee who is provided uniforms by the County will be required to wear that uniform during working hours, except in special circumstances approved by the department director with notice to the County Manager.
- III. New employees, upon the successful completion of their introductory period, will be required to sign a Uniforms & Safety Shoe Agreement indicating they understand that the provision of uniforms is a benefit and that they will be responsible for replacing lost uniforms or uniforms damaged due to neglect.
- IV. The Purchasing Division will develop the annual uniform contracts and coordinate the purchase of other clothing items to take advantage of quantity discounts and to ensure uniformity of appearance and quality.
- V. Each department/division, with County Manager approval, may adopt one basic color scheme/design for identity and to maintain individuality.
- VI. Shorts vs. pants may be approved for wear in certain circumstances for designated employees. No other shorts will be worn by employees.
- VII. Executive wear must be specifically requested through the budget process and approved by the County Manager for designated employees.

- VIII. Coveralls only will be furnished to those employees whose duties require occasional exposure to conditions that call for some form of protective wear.
- IX. In general, uniforms will not be personalized with employee name/position. All employees will be provided badges and/or other means for identification purposes.
- X. Heavy outer wear and/or jackets for certain employees exposed to cold for extended periods of time may be provided when deemed necessary by the County Manger. The garment will be identified by the department/division but will not be visibly personalized. These garments will be issued by the department head when deemed necessary for specific usage periods.
- XI. Department heads will be authorized to purchase one (1) County identified shirt for office personnel per fiscal year. All purchases of this nature will be made through the Purchasing Division.
- XII. Each member of the Board of County Commissioners will receive one (1) County identified shirt per year. All purchases of this nature will be made through the Purchasing Division.
- XIII. Hats may be worn by employees, with the approval of the department head.
- XIV. Purchase and/or rental of any garment not specifically provided for in the budget process is not permitted.
- XV. The wearing of County identified clothing items by non-employees is not authorized.
- XVI. American National Standard Institute (ANSI) or American Society for Testing & Material (ASTM) approved boots will be provided by the County to those positions determined to require approved safety shoes/footwear. The allowance for such footwear will not exceed \$ 150.00 per fiscal year. Footwear may be purchased using a voucher for an approved provider contracted by the County or reimbursed upon submission of an original receipt.
- XVII. Employees are expected to conduct themselves in a professional, courteous manner while in County uniform in order to maintain a positive image of Clay County.
- XVIII. Uniforms will only be replaced at scheduled times throughout the year. Proper care for uniforms is the responsibility of the employee. Requests for replacement uniforms, due to work related wear and tear, at any time during the year other than scheduled times, must be submitted in writing by the Department Head with explanation to the Purchasing Division and approved by the County Manager. All other uniform replacements are the responsibility of the employee.

UNIFORMS & SAFETY SHOE AGREEMENT

If I should be employed by the Clay County in a position where uniforms or safety shoes are required and are provided by the County, then I agree to the following additional terms and conditions of employment.

- If I fail to comply with the term(s) and condition(s) of employment, I agree to reimburse Clay County the amount the County paid for the specialized footwear reduced by one-sixth (1/6) for each full month (30 days) of employment and for any uniforms or other items provided to me, but not returned by me to the County.
- I understand that the provision of uniforms is a benefit and that I must wear the uniform provided to me for the position I hold. Furthermore, I understand that replacement uniforms necessitated by non work related wear and tear are my responsibility.
- I agree that any reimbursement that I owe Clay County, for any uniforms or other items provided to me, but not returned by me to the County or as otherwise provided by this agreement, may be deducted from my wages or other moneys owed to me by the County.

I have read and fully understand this agreement.

Name (Please Print)

Applicant or Employee Signature

Date

UNIFORMS ISSUED PER POSITION

**Be advised that employees not specifically listed below fall under "General Employees Category.*

FIRE DEPARTMENT

Fire Department Supervisory Personnel (Non-Union)

- A. shirts
- B. pants
- C. jacket
- D. specialized footwear (Reimbursement)

Class A Dress Uniform

- A. shirts
- B. pants
- C. hat

Operations and Communication Personnel

Per Union Contract as outlined in departmental Standard Operating Procedures

Fire Prevention Unit

- A. shirts (5 per year)
- B. specialized footwear (Reimbursement)
- C. jacket

Logistics

- A. T-Shirts (5 per year)

Volunteer Firefighters

- A. T-Shirts (5 per year)

PARKS AND RECREATION

Designated Field Supervisory Personnel

- A. shirts (5 per year)
- B. specialized footwear (Voucher or Reimbursement)
- C. jacket

Field Personnel

- A. shirts – uniform service **
- B. pants – uniform service
- C. specialized footwear (Voucher or Reimbursement)
- D. jacket
- E. T-shirts **
- F. shorts (Determined by Division Director)

** 11 sets (Combination)

ENFORCEMENT SERVICES

Code Compliance/Animal Control/Environmental Crimes (Officers)

- A. shirts – uniform service **
- B. specialized footwear (Voucher or Reimbursement)
- C. jacket
- D. pants- uniform service
- E. T-shirts **
- F. shorts (Determined by Division Director)
- G. smocks

** 11 sets (Combination)

Animal Control Office and Kennel Personnel

- A. scrubs
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DEVELOPMENT SERVICES

Designated Supervisory Personnel

- A. shirts (5 per year)
- B. jacket
- C. specialized footwear (Voucher or Reimbursement)

Field Personnel

- A. shirts (5 per year)
 - B. specialized footwear (Voucher or Reimbursement)
 - C. jacket
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BUILDING MAINTENANCE

Designated Supervisory Personnel

- A. shirts (5 per year)
- B. jacket
- C. pants – uniform service
- D. specialized footwear (Voucher or Reimbursement)

Field Personnel

- A. shirts – uniform service **
- B. pants – uniform service **
- C. specialized footwear (Voucher or Reimbursement)
- D. jacket
- E. shorts (Determined by Division Director) **

Custodial Staff

- A. shirts – uniform service **
- B. pants – uniform service **

** 11 sets (Combination)

INFORMATION & COMMUNICATIONS TECHNOLOGY

Field Personnel

- A. shirts (5 per year)
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PUBLIC WORKS

Designated Supervisory Personnel

- A. shirts – uniform service
- B. pants – uniform service
- C. specialized footwear (Voucher or Reimbursement)
- D. jacket

Field Personnel

- A. shirts, button-up or polo – uniform service **
- B. pants – uniform service **
- C. shorts – uniform service **
- D. specialized footwear (Voucher or Reimbursement)
- E. jacket

Fleet Mechanics

- A. shirts – uniform service **
- B. pants – uniform service **
- C. specialized footwear (Voucher or Reimbursement)
- D. jacket

** 11 sets (Combination)

ENVIRONMENTAL SERVICES

Designated Supervisory Personnel

- A. shirts – uniform service **
- B. jacket
- C. pants – uniform service **
- D. specialized footwear (Voucher or Reimbursement)

Field Personnel

- A. shirts – uniform service **
- B. pants – uniform service **
- C. specialized footwear (Voucher or Reimbursement)
- D. jacket
- E. shorts (Determined by Division Director) **

** 11 sets (Combination)

LIBRARY SERVICES

Custodial Personnel

- A. shirts – uniform service **
- B. pants – uniform service **

** 11 sets (Combination)

EXTENSION SERVICES

Custodial Personnel

- A. shirts – uniform service **
- B. pants – uniform service **
- C. shorts – uniform service **
- D. specialized footwear (Voucher or Reimbursement)
- E. jacket
- F. T-shirts **

** 11 sets (Combination)
