

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 102.11
SUBJECT: EMPLOYEE APPOINTMENT	INITIAL EFFECTIVE DATE: 05/06/86
TITLE: UNIFORMS FOR EMPLOYEES OTHER THAN POLICE OFFICERS AND FIRE FIGHTERS	LAST REVISION DATE: 11/19/2018

POLICY STATEMENT:

The City may furnish uniforms for specified positions.

Police Department and Fire Department uniformed employees will be governed by the written uniform policy established by their department and approved by the City Manager.

ADMINISTRATIVE PROCEDURES:

I. DETERMINING WHO WEARS UNIFORMS

Positions requiring uniforms will be determined by Department heads or their designees. This determination will be based upon security and safety considerations and the need for employee identification to the public and customers who visit City facilities. Examples of acceptable positions for uniforms include those:

- Providing services on City streets, right-of-ways, and city green spaces (e.g., Parks, Streets, Traffic, Drainage, Solid Waste, Utilities, etc.); or
- Working in jobs/areas with a significant amount of contact with the public in a non-office setting where the employee needs to be easily identified (e.g., Community Improvement Services, Building Inspections, Animal Services); or
- Working in jobs/areas where the duties may cause excessive wear and tear, stains, or damage to clothing (e.g., Fleet Services, Facilities Maintenance, Airport maintenance).

Employees who spend the majority of their work day working in an office environment do not qualify for the issuance of a uniform. Those employees should wear and display their City-issued identification badge as detailed in policy no. 502.03.

Exceptions may be considered, with approval from the City Manager or designee, for employees in positions who work City sponsored events, conferences, trade shows, or recruiting events where City branding is important; however, there may be some tax implications. The clothing should only be worn on the day of an event for which the employee will be working.

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II. UNIFORM

Employees who are furnished uniforms must wear the regulation uniform and/or hat while performing work for the City except when special circumstances or work conditions exist, and the approval of the supervisor has been obtained.

The Department head will determine the color, type, style and identification for employee uniforms. All insignias on City issued uniforms will be consistent with the approved logos as identified in the Publications Standards and Usage Policy no. 505.02. The City will initially furnish uniform items consistent with the need of the department based upon the job functions of the employees' positions. Issued uniform items may consist of the following:

- A. Long- or short-sleeve shirts or blouses;
- B. Shorts, pants, and/or jeans;
- B. Hats;
- C. Winter wear (e.g., overalls, bib, jacket);
- D. All required insignia (patches, names plates, badges, etc.); and
- E. Any other item that the department determines is necessary for the safe performance of the employees' positions such as personal protective equipment, including, but not limited to, rain coats, appropriate safety footwear, and headgear designed to protect the wearer from sun exposure/damage. Employees whose positions do not qualify for the issuance of a uniform may, on occasion, qualify for the issuance of safety footwear or headgear if the essential functions of their job require them to engage in duties at locations requiring such safety gear.

III. ISSUANCE OF UNIFORM

Uniforms will be requisitioned for new employees at the time of their employment. The number of uniforms will be determined by the Department head or their designee. Departments shall obtain the uniforms for employees by leasing or purchasing the uniforms from the Distribution Center. Any items not stocked by the Distribution Center may be purchased from a vendor approved by the Purchasing Department.

Specialized departmental personal protective equipment that cannot be purchased by an approved vendor will be exempt from this policy.

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Where a proper fit cannot be obtained with the standard uniform type being furnished by the City, the Department head may authorize the purchase or lease of special uniforms. The color, material and general appearance will closely approximate the standard uniform furnished to other City employees in that specific department. Every reasonable attempt shall be made to use a vendor approved by the Purchasing Department for the special uniforms.

If an employee is dissatisfied with the quality or fit of a non-marked item from the vendor (for example, a pair of denim or khaki pants), the employee may wear their own clothes as long as they conform in style and color with the uniform provided by the department, and they are kept clean and neat.

The employee will not be entitled to any form of reimbursement or allowance if the employee chooses to supply their own clothing.

At the time that an employee is issued a new or leased uniform, the employee's supervisor should use the "Employment/Uniform Checklist" (which is found on the City's Intranet) to document the issuance, and the employee shall indicate receipt of the uniform by their signature to the form. The original signed form shall be forwarded the Human Resources and placed in the employee's personnel file.

IV. CLEANING

Except in the case of a uniform where the vendor provides cleaning services, employees are responsible for the care and cleaning of their work clothes. No employee will be reimbursed or provided an allowance for the cleaning of their work apparel, whether or not the employee wears a uniform. An employee shall not wear old, worn, damaged or otherwise improper uniforms.

The employee's immediate supervisor will determine whether an employee's uniform is clean and serviceable at the beginning of the work day or shift.

V. REPLACEMENT

The City will be the sole judge as to whether a uniform is serviceable and will replace uniforms when, in the City's judgment, they are no longer acceptable for use on the job. This responsibility shall be delegated to the employee's supervisor.

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VI. DISPOSITION OF UNIFORMS UPON DEPARTURE OF EMPLOYEE

When an employee leaves the employment of the City of Denton, voluntarily or involuntarily, the employee will return any City purchased or leased uniforms to the department.

VII. ALTERATIONS

Employees who are furnished leased uniforms may not alter them. Instead, they shall return them to the leasing company for alterations or replacement.

Employees who are furnished City-owned uniforms may not alter them except as required to assure proper fit.

VIII. OFF DUTY

Employees will not wear City-issued uniforms, including any issued hat, for other than City work. However, uniforms may be worn to and from work, including any incidental stops that may occur while on the way to and from work (examples include basic errands such as trips to the bank or grocery store) and while performing specific assigned or approved functions. Employees shall not wear the uniforms, including any issued hat, while purchasing, carrying, or drinking alcohol. Exceptions will be made for employees who handle alcohol in the course and scope of their job to assist with any special event on City property that has been approved by the City Council or its agents.

IX. ACCESSORIES

An employee may only wear accessories with the City uniform if authorized and approved by the Department head. Pins, buttons, patches, accessories, or other markings denoting membership or affiliation with a political group, religious group, professional organization, employee association, or other work-related group may not be worn on uniforms.