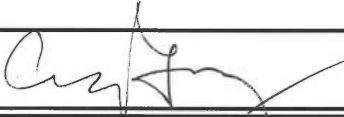




Public Service Area Policy

Policy Title: Managed Clothing Program	Policy Number:
Effective:	
Approval:  3/21/18	Page 1 of 3

1. Purpose

This policy establishes a tiered, managed clothing program for Public Service Area employees. The tier of program eligibility depends on the job classification and work performed.

2. Policy

Tier 1 and Tier 2 eligible employees will receive an annual stipend of \$300 to purchase clothing through the managed clothing program. Upon approval by management, Tier 1 employees are also eligible to receive one set of winter outerwear every 3 years. Upon approval by management, Tier 2 eligible employees are also eligible for a winter coat every 5 years. All employees in Tier 1 and Tier 2 must wear shirts any time they are working, and outwear as necessary from the managed clothing program.

Tier 3 eligible employees can receive two city-issued shirts per year from the managed clothing program. The shirts may be worn during work hours as desired or when directed by management.

2.1 Eligibility

- 2.1.1 Tier 1 eligibility includes employees who routinely work in the field and require a full set of outerwear. A list of job classifications eligible for the Tier 1 program is attached.
- 2.1.2 Tier 2 eligibility includes employees who routinely work in the field, but whose job does not require full body outerwear. . A list of job classifications eligible for the Tier 2 program is attached.
- 2.1.3 Tier 3 eligibility includes all temporary employees and those permanent employees with job classifications that do not require routine fieldwork.

2.2 Clothing Requirements and Allowances

- 2.2.1 Tier 1 and 2 outerwear eligibility does not begin until an employee has passed his/her probationary period.
- 2.2.2 Clothing options will be made available to employees through an employer-selected vendor. Choices include short sleeve t-shirt, long sleeve t-shirt, sweatshirt, and Class II and Class III High Visibility t-shirts.
- 2.2.3 Mechanic type coveralls will be available to employees through the managed clothing program at management's discretion.
- 2.2.4 The employee is responsible for selecting appropriate attire for the work assignment(s) and wearing the attire when working in the field.
- 2.2.5 The employee is responsible for ensuring adequate quantity of shirts. That is, the employee should choose sufficient shirts through the managed clothing program to ensure that he/she will have a shirt for regular workdays as well as overtime assignments.
- 2.2.6 An employee may choose to wear Class II High Visibility t-shirts during the day in lieu of a city-issued safety vest.
- 2.2.7 An employee may choose to wear Class III High Visibility t-shirts after dark in lieu of a city-issued safety vest.
- 2.2.8 High Visibility shirts must be discarded when reflectivity is worn (need to define this).
- 2.2.9 Shirts must be clean and free of holes and stains. Employees are responsible for maintaining their clothing from the managed clothing program.
- 2.2.10 Employees must receive approval for new outerwear. Employees will qualify for replacement outerwear only if a need for replacement exists.
- 2.2.11 The City will not replace attire that is worn or damaged. Exceptions may be made at management's discretion.

2.3 Stipend Account

2.3.1 The employee is responsible for managing the individual stipend account.

2.3.2 The stipend will not roll over from year to year.

2.3.3 Additional approved attire may be purchased at the employee's cost.

2.3.4 Exclusions

2.3.5 Water Utility Technicians and Water Utility Supervisors working at the Wastewater Treatment plant are not eligible for a stipend under this policy. Those job classifications are eligible for clothing under a separate, unit specific managed clothing program.

2.3.6 Employees requiring flame resistant (FR) clothing are not eligible for a stipend under this policy. Those job classifications are eligible for clothing under a separate, unit specific managed clothing program.

2.3.7 See PSA work rules for additional conditions.

2.3.8 All City provided clothing with a City emblem must be returned upon separation of City employment.

2.3.9 Wearing a City uniform while engaging in any behavior or action that is detrimental to the reputation or image of the City or the operations of the workplace is a violation of HR Policy 2.1, 5.28.

ATTACHMENT I

Tier 1 Job Classifications

Public Works Technician

Public Works Supervisor

Water Utility Technician (Water Treatment Plant)

Water Utility Supervisor (Water Treatment Plant)

Tier 2 Job Classifications

CES – Inspection Track; Tier 2

CES – Survey Track; Tier 2

Fleet & Facilities – Facilities Maintenance Technician

Fleet & Facilities – Vehicle & Equipment Technician

Tier 3 Job Classifications

All Public Services job classifications not listed in Tier 1 or Tier 2 and not excluded from this policy