
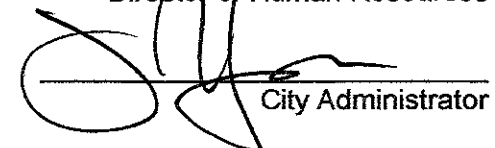


Approved:

**City of Commerce, California
Human Resources Policy and Procedure Manual**



Director of Human Resources



City Administrator

Number: III-24 Effective Date: 01/15/08

SUBJECT: WORK UNIFORMS FOR EMPLOYEES

PURPOSE:

To provide a uniform City policy and define the responsibilities of management and employees concerning the issuance and use of work uniforms and safety shoes for employees.

POLICY:

Department heads shall submit a list of classifications in their departments that will require the wearing of uniforms and the items that make up those uniforms to the City Administrator. Upon approval of the City Administrator the list will become a part of this policy (Please refer to respective departmental uniform policy).

All required uniform items will be purchased and maintained by the City. All employees whose classification requires the wearing of a uniform will be provided a reasonable number of uniforms by the City upon hiring.

It is the employee's responsibility to notify their supervisor of any uniform items that need to be repaired, replaced, or cleaned. All used clothing that will no longer be worn by the employee must be returned to the supervisor or director for re-issuance or disposal.

All uniform items issued to employees are City owned property. Upon separation of employment employees must return all clothing and uniforms items issued by the City. If all City issued clothing and uniform items are not returned by the employee as required, the City may take appropriate deductions from the last paycheck to recover the financial loss. City issued safety shoes are excluded from return.

All employees have the responsibility to conduct him/herself in a professional and respectful manner while wearing City uniforms. All employees must adhere to the departmental uniform items and shall not alter, amend or add to the approved uniform.

The City shall:

1. Provide uniform items and require the wearing of those uniforms for duties where the work performed:
 - a. Is such that apparel normally worn in that work would be subject to excessive wear or damage.
 - b. Involves high public contact and requires a uniform to provide identification as a City employee.
 - c. Requires the wearing of certain fabrics, specially colored apparel for those work situations where employee safety is a factor.
2. Be responsible for the cleaning of official uniforms. This excludes City issued polo shirts, staff shirts, sweat shirts and jackets. The cleaning of these items shall be the responsibility of the employee.
3. Conduct periodic audits of all City issued uniforms items to provide reports, billing information, replacement cost and to verify the City uniform inventory list maintained by the Finance Department.

Exemption from Wearing Uniforms - Where the kind of cloth, dyes used and/or cleaning preparations used result in a medical condition, the wearing of required work uniforms may be waived or alternative clothing may be provided. The affected employee shall be required to present a statement from a licensed physician attesting to the medical condition. The Department Director will approve an appropriate alternate attire.

Safety Shoes- All full-time, part-time and temporary field services employees in the Public Services Tree/Street Maintenance Division, Transportation Mechanical Division, Community Services (Animal Control Officer), Public Services Building Maintenance Division (custodian, painter and maintenance only), Recreation personnel assigned to program set-up, Park Maintenance Division, Camp Commerce, Snack Bar and Sports Division, Finance Warehouse Division and Search & Rescue personnel shall be provided safety shoes.

The City will furnish one pair of approved safety shoes per year in accordance with the Approved Safety Shoe List (see attached). If required, safety shoes may be purchased with an approved authorization slip at a City selected vendor or by the employee to receive reimbursement not to exceed the maximum cost on the attached Approved Safety Shoe List.

Any repairs or replacement of safety shoes must be submitted in writing by the employee, recommended by the supervisor, and approved by the department head.

All affected personnel are required to wear the safety shoes at all times at the job site. Failure to follow this safety procedure will subject the employee to disciplinary action.

PROCEDURE:

Responsibility	Action
Department	<ol style="list-style-type: none">1. Recommend to City Administrator all department classifications required to wear uniforms.2. Determine with consideration of employee input, the style of uniform and number of uniform items required.3. Periodically review classes/positions and number of uniform items to assure effective cost control.4. Arrange for the pick-up, delivery, issue, and accounting of work uniform transactions with the approved vendor.
Immediate Supervisor	<ol style="list-style-type: none">5. Ensure work uniforms designated for a particular class and/or position are worn and, particularly, that special colored shirts and/or other apparel are worn in potentially hazardous work situations.6. Ensure employees change uniforms to maintain a good public appearance and that uniforms are not abused or misused.7. Ensure uniforms are repaired or replaced as needed.8. Replace or re-issue all worn and dirty uniform pieces turned in by employee. Polo/staff shirts are not required to be returned.
Employee	<ol style="list-style-type: none">9. Wear the full work uniform provided when working.10. Wear specially colored shirts and/or other apparel for potentially hazardous work situations.

11. Wear City provided work uniforms for City work only.
12. Not abuse work uniforms, including the removal and/or defacing of City identification.
13. Return all worn and dirty uniform pieces to the supervisor for repair or re-issuance. Polo/staff shirts are not required to be returned.
14. Return all dirty uniforms to the Finance/Purchasing Division for cleaning and return.

Department

APPROVED SAFETY SHOE LIST

Department	Classification/Job Function	Safety Shoe Style	Maximum Cost
Administration	Printing & Graphics Room	Safety Toe	\$150.00
Community Services	Animal Control Officer	Uniform Footwear	\$150.00
Community Services	Community Safety Specialist	Uniform Footwear	\$150.00
Community Services	Emergency Preparedness Officer/Assistant	Safety Toe	\$150.00
Community Services	Search and Rescue Team	Safety Toe	\$150.00
Finance	Central Receiving and Warehouse staff	Safety Toe	\$150.00
Parks and Recreation	Aquatorium Maintenance Specialist	Safety Toe	\$150.00
Parks and Recreation	Camp Maintenance	Safety Toe	\$150.00
Parks and Recreation	Park Maintenance Workers, Specialist	Safety Toe	\$150.00
Parks and Recreation	Recreation Leaders assigned to set-up and tear-down	Safety Toe Covering	n/a
Parks and Recreation	Snack Bar Staff	Safety Toe	\$150.00
Parks and Recreation	Recreation Leaders assigned to officiate as baseball umpires	Safety Toe	\$150.00
Public Services	Custodians, Maintenance and Tree Crew, Painters	Safety Toe	\$150.00
Transportation	Mechanics, Service Workers	Safety Toe	\$150.00