City Personnel Policy

Uniforms and Work Apparel

POLICY: 810

Council approval: 03/28/2022 # Pages: 4

POLICY:

The City of Council Bluffs provides uniforms to applicable employees to help ensure the safety of the employee, in order to prevent damage to personal items as a result of the work required, and to help promote employee identification in the field. It is the responsibility of the employee to maintain a professional appearance while at work.

The purpose of this policy is to identify what clothing items should be provided to approved City employees and provide guidance on the requirements and responsibilities for being assigned these uniform items.

APPLICABILITY:

Approved regular full-time, regular part-time, and seasonal employees.

DEFINITIONS:

A. **Normal Replacement Process:** Uniform items will be replaced on an as needed basis. Uniform items should be replaced when they have become too worn or unsightly. This determination will be made at the discretion of the Supervisor.

B. **Alternative Apparel Item:** Department Head or Designee approved piece of clothing that is not covered in section #15 of this policy. An example of this would be sweatshirts or other cold weather clothing items.

PROCEDURE:

1. No stipends are allowed:

   A. All uniform items must be purchased on Purchasing Cards.

2. Vendors:

   A. Must purchase pre-approved items from pre-approved vendors.

   B. The City has a separate contract for uniforms that are rented and laundered. Uniform items under this separate contract may have a different logo.

3. Central Store will stock/provide the following items: vests, hats, safety glasses, hearing protection, hard hats, masks, and gloves to eligible employees.

4. All items will have the City logo on them. Specific department logos will not be included on uniforms but division and/or department names may be included beneath the City's logo.

5. Where the City allows optional clothing articles, the employee may, through the normal replacement process, choose from among the articles available on an item for item basis. New employees shall be allowed to choose the number of articles authorized in any combination from the optional clothing items available.

6. The employee shall furnish a belt or narrow dark blue or black suspenders to wear with the uniform, if applicable.

7. The employee shall furnish leather work boots or, as an alternative, a safety shoe approved by their Supervisor may be worn, if applicable.

8. The Department Head, or Designee, may approve alternative apparel items when circumstances warrant. For uniformity sake, any alternative apparel item so approved must be purchased by the employee from the City supplier. If an employee wears an alternative article as described in this paragraph, the employee must at all times wear at least one article of apparel that clearly displays the City logo identifying the employee as a City employee.

9. The employee shall maintain uniforms in a presentable condition to include cleaning and washing the uniform as needed. The employee shall report to their supervisor when they believe their uniform items have become too worn or no longer fit properly due to weight loss or gain and need replaced. Supervisor approval is needed to replace any uniform items.

10. The employee shall only wear the prescribed uniform when "on duty" or when traveling to or from work. Employees who are in transit to or from work may make ordinary stops in places such as grocery stores, etc., which do not reflect poorly on the image of the City. Uniforms shall not be worn on employees' days off, unless the employee is called to duty. Employee shall not indulge in the purchase or use of alcoholic beverages in public places while wearing uniforms bearing City identification.

11. Issued clothing items are the property of the City and must be returned to the City upon separation of service.

12. One person in each department (typically the Department Head's Administrative Assistant) is responsible for ordering/tracking who has received what items.

13. The employee and/or supervisor will complete the order form located on the forms page of City Link (entitled Uniform Request Form) and give it to the designated person to place the order.

14. Working Supervisors in any group outlined below may also receive the allowed uniform items.

15. Approved Groups (Items to be replaced as needed):

A. City Inspectors, Animal Control, and Approved Recycling Center:

- Up to six (6) polos
- One (1) jacket

B. Front Line Workers (By Division):

- Parks:
  - Up to eleven (11) of the following: short sleeve work shirt, long sleeve work shirt, short sleeve polo shirt, or T-Shirt
  - Up to six (6) pair of pants (work pants or carpenter jeans)
  - One (1) high visibility sweatshirt
  - One (1) jacket
  - One (1) outer garment (insulated coveralls, insulated bib overalls, or parka)
  - One (1) winter hat
  - One (1) summer hat

- Operations and Recycling Center Supervisor:
  - Up to eleven (11) of the following: short sleeve work shirt, long sleeve work shirt, or T-shirt
  - Up to six (6) pair of pants (work pants or carpenter jeans)
  - One (1) high visibility sweatshirt
  - One (1) jacket
  - One (1) outer garment (insulated coveralls, insulated bib overalls, or parka)
  - One (1) winter hat
  - One (1) summer hat

- Wastewater Treatment Plant:
  - Up to eleven (11) of the following: short sleeve work shirt, long sleeve work shirt, short sleeve polo shirt, or T-shirt
  - Up to six (6) pair of pants (work pants or carpenter jeans)
  - One (1) high visibility sweatshirt
  - One (1) jacket
  - One (1) outer garment (insulated coveralls, insulated bib overalls, or parka)
  - One (1) winter hat
  - One (1) summer hat

C. Seasonal Workers:

- Parks:
  - Up to three (3) T-shirts
  - One (1) piece of swimwear per season (Pool Seasonal Staff Only)
  - One (1) Lifeguard T-shirt per season (Pool Seasonal Staff Only)

D. Office Workers:

- Those representing the City at events (job fairs, conferences, etc.) may get up to three (3) polos. Approval of the Department Head, or Designee, is required.