



## ADMINISTRATIVE DIRECTIVE

<p>Title: <b>Uniforms, Clothing and Apparel</b> Issuing Department: Human Resources Effective Date: January 8, 2018 Approved: Jamsheed Mehta, Interim Town Manager Type of Action: Update (Original effective 11/15/10)</p>
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### 1.0 PURPOSE

- 1.1 Town of Marana employees interact with a variety of residential and business customers as they perform their daily work activities. The Town of Marana uniform is often the first impression a customer has of the Town of Marana.
- 1.2 The purpose of this directive is to provide the basis for creating a visually recognizable and professional image for the Town of Marana by ensuring a consistent, professional, and neat appearance of employees who wear a required Town uniform.
- 1.3 This directive further addresses the requirements and obligations of all Town employees who voluntarily wear non-required clothing/apparel containing the Town logo.

### 2.0 DEPARTMENTS AFFECTED

This directive applies to all Town of Marana employees who wear a uniform or clothing with the Town of Marana logo, except sworn police officers and employees in the Crime Scene Unit in the Marana Police Department.

### 3.0 REFERENCES

- 3.1 A.R.S. § 23-401 *et seq*: Arizona Occupational Safety and Health Act
- 3.2 Town of Marana Personnel Policies and Procedures, Policy 5-3: Personal Appearance
- 3.3 Town of Marana Personnel Policies and Procedures, Chapter 7: Safety and Health
- 3.4 Town of Marana Safety Directive: Personal Protective Equipment (PPE)

### 4.0 DEFINITIONS

- 4.1 Field inspection employees: All Town of Marana employees who perform inspection tasks in the field for commercial and residential construction, utility infrastructure, streets and right-of-ways (i.e. building inspectors, construction inspectors and right-of-way inspectors).

- 4.2 Field maintenance employees: All Town of Marana employees who perform labor and maintenance tasks in the field, typically engaged in maintaining, repairing or refurbishing Town facilities, equipment or property (i.e. parks, utility infrastructure, meters, utility equipment, vehicles, streets, right-of-way, and traffic signals).
- 4.3 Field program employees: All Town of Marana employees who routinely manage and conduct programs directly for the public (i.e. recreation employees, special event staff).
- 4.4 Non-conductive steel-toed boots: Boots that have a reinforced steel toe insert and are made with a non-conductive sole which is not able to conduct heat or electricity.
- 4.5 Office and administrative employees: All Town of Marana employees whose work is primarily conducted in office facilities.
- 4.6 Uniform: For purposes of this directive, uniform means coordinated or matching jeans or work slacks and button front shirts.

## 5.0 POLICIES AND PROCEDURES

### 5.1 General

- 5.1.1 All employees are required to present a clean and neat appearance during work hours and to dress according to the requirements of their position.
- 5.1.2 Employees who wear Town of Marana logo clothing during non-work hours are required to present a clean and neat appearance.
- 5.1.3 Employees in a Town-logoed uniform shirt shall not purchase or consume alcoholic beverages or act in any way which would reflect adversely on the town.
- 5.1.4 Employees wearing clothing with the Town of Marana logo (non-uniform shirts), should avoid the appearance of impropriety in any way which would reflect adversely on the town.
- 5.1.5 Jewelry or other similar personal attire items may be limited during work hours as required to ensure appropriate safety related to the task being performed, such as welding or working with moving equipment.
- 5.1.6 All headwear shall either be provided by the Town or approved by the employee's Department Head. Employees are not permitted to wear do-rags, non-Town-logoed items, or other headwear without the permission of their Department Head.
- 5.1.7 Employees shall return all Town-logoed uniform shirts purchased by the Town that becomes worn, torn or otherwise inappropriate for wearing to the employee's supervisor or designee for replacement. The department will destroy and dispose of all uniform shirts. Employees are prohibited from disposing of Town-logoed uniform shirts on their own.
- 5.1.8 All required uniforms, clothing and apparel, and optional Town-logoed clothing or attire shall be purchased from Town-approved vendors only.
- 5.1.9 All uniforms, clothing and apparel and optional Town-logoed clothing or attire must adhere to the graphic standards for the logo and appropriate use of colors. Safety-related colors are also approved as long as the logo is correctly applied and is clearly identifiable on the item.

## 5.2 Required Uniform/Clothing/Apparel

- 5.2.1 Employees are required to wear uniforms or Town logo clothing for work and/or offsite events if directed by the Department Head and/or if required by Town, state or federal safety policies.
- 5.2.2 The Town retains the sole discretion to determine if employees are required to wear uniforms and related apparel and to determine the frequency at which uniforms and apparel are issued and/or replaced by the Town. Attachment C outlines the policies and guidelines for departments to follow in the issuance of uniforms and/or clothing containing the Town of Marana logo.
- 5.2.3 Uniforms are generally issued for a rolling 12-month period.
- 5.2.4 If applicable a spare uniform shall be onsite where the employee reports to work. This is to ensure proper attire is worn if the uniform is damaged, torn, or is otherwise unable to be worn for the remainder of the work day.
  - 5.2.4.1 In accordance with Arizona Department of Corrections (DOC) policy, when DOC inmates are on the premises, all uniforms not being worn must be properly secured.

## 5.3 Optional Clothing or Attire

- 5.3.1 Subject to funds availability, a department may purchase no more than one shirt, hat, or other article of clothing containing the Town's logo for employees per fiscal year. When making a determination whether to purchase optional clothing or attire under this section, the Department Head shall consider the work assigned to the position, the need for employees in that position to represent the Town offsite, and any other relevant factors. See Attachment C for policies and guidelines.
- 5.3.2 The Department Head may approve replacement of articles of optional clothing or attire purchased pursuant to this section by generally following a time-frame that would result in reasonable and expected wear and tear of the garment.
- 5.3.3 Employees are also permitted to purchase clothing items with the Town of Marana logo on them with their own funds.
- 5.3.4 Employees may dispose of any optional clothing purchased pursuant to this section 5.3 as the employee deems appropriate, keeping in mind that the clothing bears the mark of the Town.

## 5.4 Uniform Service Administration

- 5.4.1 The Town may engage a uniform service company to supply and/or maintain uniform apparel.
- 5.4.2 All employees required to wear a uniform will be measured and uniforms will be ordered as soon as practicable after the employee is hired.
- 5.4.3 Departments who choose to use the uniform service for laundering of the department's uniforms must have the uniforms at the appropriate location 24 hours prior to the day of laundry pick up.

- 5.4.3.1 An employee from each division or department will be responsible for validating the quantity of uniform articles turned in for cleaning by each employee and the quantity of uniform articles returned to the division/department per employee.
- 5.4.3.2 This employee will also validate the accuracy of invoices from the uniform service.
- 5.4.4 Employees who become aware of missing apparel shall make a report to their supervisor immediately.
  - 5.4.4.1 Documentation regarding quantity of articles turned in for cleaning and quantity of articles received from the uniform company will be evaluated and a summary of the findings provided to the supervisor and employee.
  - 5.4.4.2 Each circumstance of lost apparel will be reviewed on a case-by-case basis.
  - 5.4.4.3 If the uniform company is responsible for losing or misplacing the apparel, the missing articles will be replaced at no cost to the employee.
  - 5.4.4.4 If the employee is responsible for losing or misplacing the apparel, the department will incur the expense for an employee's first offense. For a second or subsequent offense, the employee must replace the missing articles at the employee's expense.
- 5.4.5 Employees who choose to self-wash their uniforms shall wash their uniforms on a routine basis to ensure that they are clean. Employees who choose to self-wash their uniforms do so at their own expense.

## 5.5 Safety Footwear

- 5.5.1 All employees working in areas where there is a significant risk of foot injuries due to falling or rolling objects are required to wear the appropriate safety footwear as determined by the Town.
- 5.5.1 The Town will issue a voucher that authorizes the purchase of safety footwear to eligible employees. The voucher shall be in an amount determined by the Town's budget process. Vouchers will expire 30 days from the date of being issued.
  - 5.5.1.1 The Town will provide an alternative to the voucher for vendors that will not accept the voucher, if the Town's Finance Department determines that purchasing from such vendor is in the best interests of the Town.
- 5.5.2 The voucher will include the employee's name, employee identification number, and department. The employee will present the voucher and Town identification to the vendor for purchase of the required safety footwear.
- 5.5.3 Employees may use the voucher to purchase more than one pair of safety footwear at once or to purchase orthopedic supplies, such as insoles, and materials to care for the safety footwear up to the allotted amount of the voucher.
- 5.5.4 It is generally expected that safety footwear will be replaced no more than once per year. However, an employee shall receive an earlier footwear replacement if:
  - 5.5.4.1 The employee's department management determines that the footwear is sufficiently worn to warrant replacement; or
  - 5.5.4.2 The employee's footwear is destroyed under unusual job-related circumstances; or

5.5.4.3 The employee has a medical condition which requires an earlier footwear replacement.

5.5.5 Notwithstanding section 5.5.4, any other replacement of safety footwear during the year of issuance shall be at the employee's expense. Disputes regarding the condition of safety footwear and whether replacement is warranted may be directed to the Town's Safety Coordinator.

5.5.6 Employees from a temporary agency and volunteers shall be required to provide their own safety footwear. Employee- or volunteer-supplied safety footwear shall be inspected and approved by the department prior to the employee's or volunteer's start date.

5.5.7 Employees shall not duplicate, replicate, copy, trade, sell, or gamble their safety footwear voucher. Activity involving the illegal purchase of safety footwear shall be subject to disciplinary action up to and including termination.

## 5.6 Separation of Employment

5.6.1 Employees shall return all Town-logoed uniform shirts to their supervisor upon separation of their employment with the Town. Supervisors shall count the articles returned to ensure all are received. Employees will be required to replace any missing items at the employee's expense. Failure to do so may result in the value of any unreturned Town property being deducted from the employee's final paycheck.

5.6.2 Employees may keep any optional clothing purchased pursuant to section 5.3, whether purchased by the employee or by the Town.

5.6.3 Employees who separate employment with the Town for any reason within 30 days of receiving safety footwear may be required to reimburse the Town for the value of the footwear. Failure to reimburse the Town may result in the value of the footwear being deducted from the employee's final paycheck.

## 6.0 RESPONSIBILITIES

6.1 All employees who are required to wear a uniform and/or safety footwear must be in the required attire upon reporting to work each day unless the employee's supervisor has waived this requirement.

6.2 Supervisors shall ensure that employees wear the appropriate uniform, clothing, and type of safety footwear for the specific job requirements.

6.3 Each department shall keep an accurate accounting or inventory of all Town-logoed uniform shirts to ensure the return of these items upon each employee's separation of employment.

6.4 The Finance Department shall be responsible for assisting in the procurement of uniform service companies, uniform vendors, clothing vendors and footwear vendors.

## 7.0 ATTACHMENTS

7.1 Attachment A - Acknowledgement of Receipt of Town-Logoed Uniform Shirts

7.2 Attachment B – Authorization Voucher for Safety Footwear

7.3 Attachment C – Uniform, Clothing and Apparel Policies and Guidelines Matrix

# Attachment A



## ACKNOWLEDGEMENT OF RECEIPT OF TOWN-LOGOED UNIFORM SHIRTS

Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee Position: \_\_\_\_\_

I acknowledge receipt of the following articles of Town of Marana uniform apparel or clothing:

- Button-front shirts                      Number \_\_\_\_\_
- T-shirts    Number \_\_\_\_\_
- Polo shirts    Number \_\_\_\_\_
- Other \_\_\_\_\_                      Number \_\_\_\_\_

I acknowledge that I must return all Town-logoed uniform shirts to my supervisor upon separation of my employment with the Town. I understand that I will be required to replace any missing shirts at my expense. I understand that if I fail to replace any missing Town-logoed uniform shirts, the Town may deduct the value of the unreturned items from my pay. **I authorize the Town of Marana to withhold the value of the unreturned shirts from my final paycheck.** In addition, I understand that if the amount of my final paycheck is not sufficient to cover the cost of repayment to the Town, I will be required to reimburse the Town for the amount due at the time of separation.

I further acknowledge that I have read and understand the Town of Marana Administrative Directive: Uniforms.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment B



### Authorization Voucher for Safety Footwear

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

The Safety Footwear allotment for eligible employees is \$xxx.xx. The safety footwear allotment may be used to purchase more than one pair of safety footwear at once and materials to care for safety footwear. Also, if available from the vendor, employees shall be able to purchase orthopedic supplies such as insoles until the allotment is reached.

All safety footwear will meet ANSI standards and ASTM F2413-05 Standard for Impact and Compression. Safety footwear shall be worn by Town employees working in field functions and in areas where there is danger of foot injuries due to falling or rolling objects. Safety footwear shall be leather (leather composite) and the top shall reach or extend above the ankle bone, with puncture and slip resistant soles, and have steel or non-metallic toe protection. Safety footwear in the form of sneakers or other similar material are allowed under specific job functions or conditions approved by the Safety Coordinator.

Employees subject to electric shock shall wear safety footwear rated by the manufacturer for electrical hazards. Wellington-type boots and hip waders with toe protection are also acceptable if properly fitted to the employee's foot.

Employees shall not duplicate, replicate, copy, trade, sell or gamble their safety footwear voucher. Activity involving the illegal purchase of safety footwear shall be subject to disciplinary action.

Each employee is responsible for displaying their Town identification card upon request by the vendor when purchasing safety footwear.

Voucher Expires 30 Days from this Issued Date: \_\_\_\_\_

Department Head/Designee Signature: \_\_\_\_\_

### Attachment C

	<b>Field Maintenance Employees</b>	<b>Field Inspection Employees</b>	<b>Field Program Employees</b>	<b>Office &amp; Admin Employees</b>	<b>Special Event</b>	<b>Non-Sworn Police Office or Administrative</b>	<b>Non-Sworn Police Field</b>
Jeans or Work Slacks	6 pairs if self-washed; 11 pairs if rented	6 pairs if self-washed; 11 pairs if rented	Determined by DH	N/A	N/A	N/A	Determined by DH
Shirts, Button Front	6 shirts if self-washed; 11 shirts if rented	6 shirts if self-washed; 11 shirts if rented	Determined by DH	Determined by DH	Determined by DH	Determined by DH	Determined by DH
T-Shirts	5 shirts self-washed	5 shirts self-washed	Up to 5; may combine with Polo Shirts for a combined total of 5	Determined by DH	Determined by DH	Determined by DH	Determined by DH
Polo Shirts	Determined by DH	Determined by DH	Up to 5; may combine with T-Shirts for a combined total of 5	Determined by DH	Determined by DH	5 self-washed	5 self-washed
Hats	1 in rolling 12-month period	1 in rolling 12-month period	1 in rolling 12-month period	Determined by DH	Determined by DH	Determined by DH	1 in rolling 12-month period
Coats	1 in rolling 24-month period	1 in rolling 24-month period	Determined by DH	N/A	N/A	N/A	1 in rolling 24-month period
Steel-toed, non-conductive boots	If necessary, 1 voucher in rolling 12-month period	If necessary, 1 voucher in rolling 12-month period	If necessary, 1 voucher in rolling 60-month period	If necessary, 1 voucher in rolling 60-month period	N/A	N/A	If necessary, 1 voucher in rolling 12-month period



## REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
<b>OR</b>	Original Release	11/15/10
<b>UP</b>	Update	11/30/17
<b>UP</b>	Update – Name change to Uniforms, Clothing and Apparel	1/8/18

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