

Board of County Commissioners

Leon County, Florida

Policy No. 94-5

Title: Uniform Policy

Date Adopted: July 12, 1994

Effective Date: July 13, 1994

Reference: Risk Management- Policy and Procedures Manual

Policy Superseded:

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

The purpose of this policy shall be to maximize safe working conditions, reflect good appearance and to provide ease of recognition and/or identification for County employees by the public.

Supervisors and employees in the certain designated job categories, including Public Works Operations maintenance workers, equipment operators, roadway workers, animal and mosquito control officers, Fleet Management mechanics, Facilities Management, Solid Waste and Survey personnel, building, environmental and construction inspectors, shall be required to wear County-approved uniforms.

1. Employees who are provided uniforms by the County are expected to wear such uniforms during work hours unless otherwise exempted by their supervisor. This uniform, and any other related dressing accessories, are to be kept well maintained and may not be used for recreational or off-duty purposes.
2. It is the responsibility of the County to provide and launder such uniforms through an approved vender(s).
3. Replacement uniforms are to be supplied to employees on an as-needed basis. In order to receive replacement uniforms, the employee must return the old uniforms.
4. Upon receipt of uniforms, employees must sign a statement which establishes that the uniforms remain the property of the approved vendor, and must be returned upon termination of employment or transfer to an ineligible position. Should such articles not be returned, and it is determined that the employee is at fault, the replacement cost shall be billed to the employee who shall reimburse the County for the cost of the uniforms.

5. No employee shall affix, adorn or otherwise alter any County-provided work clothing by adding patches, emblems, pins, etc. unless such items are issued and provided by the County or the County Administrator.
6. All protective clothing and/or accessories necessary to insure the safety and well-being of employees must be provided by the department to which the employee is assigned.
7. All uniform and safety accessories and or items issued by the County (i.e., hard hats, goggles, gloves, safety shoes, back braces etc.) must be worn in accordance with the County Risk Management Policy and Procedures Manual.

LEON COUNTY WORK UNIFORM PROGRAM OPERATING PROCEDURES

PURPOSE:

To maximize safe working conditions, to reflect good appearance and to provide ease of recognition for employees, Leon County shall provide for the issuance and laundering of uniforms for designated employee categories.

The following guidelines outline the procedures for the issuance, wear, repair, and replacement of County-provided uniforms.

MANDATORY WEARING OF UNIFORMS:

For employment positions designated as requiring uniforms, employees in these positions shall wear the issued uniforms. Any employee not wearing the required uniform will not be allowed to work until such time as he/she is wearing the issued/approved uniform. Refusal to wear the uniform may result in disciplinary action. Any department director, division director, or supervisor failing to enforce the provisions of these guidelines shall also be subject to disciplinary action.

Exceptions -

1. An employee may not be required to wear the issued uniforms when he/she has obtained a certification from his/her doctor which states that the wearing of the uniforms is precluded to physical reasons or creates extreme physical hardship or the wearing of such uniforms may cause the employee further injury.

In either case, it shall be the responsibility of the department to ensure that the employee is not wearing personal clothing which would unreasonably expose him/her to job hazards wherein he/she may be injured by wearing inappropriate clothing.

2. For employees waiting on delivery of uniforms, they may provide their own clothing, provided the clothing does not unreasonably expose them to the likelihood of injury due to the hazards of the job. This will be the responsibility of the department to determine and monitor.

APPLICATION:

Departments shall recommend to the County Administrator a list of those employee categories to be eligible for uniforms. The County Administrator shall have final approval of the employee categories to be provided uniforms. A copy of the approved list shall be forwarded to the Human Resources Division with a copy made available to supervisors for their reference.

ISSUING UNIFORMS:

In order to provide a chain of accountability for each authorized issuance of uniforms the following procedures shall be followed:

1. Department directors shall designate Uniform Coordinators (supervisors or other individuals) who will be responsible for authorizing issuance of uniforms as well as monitoring vendor adherence to the terms and conditions of the contract for services.
2. Authorized supervisors will arrange for issuance of uniforms via the approved vendor. Each employee receiving uniforms shall be provided a copy of the Uniform Policy and these procedures and shall complete and sign a Uniform Policy Acknowledgement Form to be placed in their personnel file.

PROBLEMS WITH UNIFORMS:

The uniform program has been formulated so as to minimize departmental involvement in correcting defects and problems with uniforms.

Given the vendor responsibility, it is imperative that employees follow the vendor's recommendations in regard to the size of uniform recommended by the vendor and the care and maintenance of the uniforms. Should there be any problems, employees should make these problems known to the vendor as soon as possible in order to maintain the warranties and guarantees of the product and the vendor.

If the problems cannot be worked out to the satisfaction of the employee, the department, or the vendor, the department/division Uniform Coordinator should be contacted and made aware of the situation.

REPLACEMENT UNIFORMS:

The County is generally committed to providing sufficient uniforms for two week laundry cycle. Those uniforms that are determined by the Division or Department head to have worn excessively for reasons other than work-related wear, may be replaced at the expense of the employee. However, as clothing, it is understood that uniforms will wear out at different rates, dependent upon a number of variables.

The uniforms issued by the County are intended to be worn only during those work activities associated with employment by the County. Any other wearing of the uniforms should be considered and improper usage of County equipment, and handled appropriately by departmental personnel. Uniforms are considered part of the work requirements, and supervisors should routinely monitor employees for abuses or improper care of the uniforms.

The contractor may, at its option, decide to replace uniforms as part of the normal service provision. The County may, from time to time, request replacement of uniforms that do not appear to properly reflect the image of the County or that may pose a threat of injury to the employee at the worksite. Replacement of uniforms due to employee fault may be billed to the employee.

For those departments, or divisions where, through the nature of the work, the uniforms wear at a faster rate, it may be necessary to issue more than the standard number of uniforms per year. In those instances, after providing for an inspection of the wear of the uniforms or analysis of other pertinent information, departments may authorize additional uniforms, consistent with their budget authority.

Departments should monitor wear and usage of the uniforms in order to develop a funding base for annual services, and review the performance of the uniforms to insure that the uniforms are appropriate for the work application.

TERMINATION/TRANSFER-REIMBURSEMENT FOR COST OF UNIFORMS:

Any employee who has been issued uniforms and terminates employment or transfers to a position in an employee category not eligible for uniforms is expected to return all uniforms issued no later than the next regularly scheduled uniform service period.

If within two (2) weeks of the employment action the employee has not submitted all issued uniforms, the employee is to be billed and shall reimburse the County for the cost of uniforms not returned.

UNIFORM AUTHORIZATION FORM
Board of County Commissioners
Leon County, Florida

SECTION 1 – To be completed by Supervisor

Employee Name _____
SSN _____

Job
Classification _____ Division _____

Authorizing Supervisor (print name)

Supervisor Signature _____
Date _____

Uniform style issued _____
Number issued _____

Date issued _____

Other items issued _____

SECTION 2 – To be completed by Employee

I accept these uniforms and understand that County uniform procedures require that I wear them all times during working hours. I acknowledge that I have been given a copy of the Uniform Policy and Procedures.

I understand that if I terminate my employment with Leon County I will be responsible for returning within two weeks all uniforms issued to me. I also agree to reimburse the County for any uniforms not returned.

Employee Signature _____
Date _____

Distribution: Original to Human Resources 2nd Copy to Department 3rd Copy to
Risk Management