



UNIFORM AND UNIFORM REIMBURSEMENT POLICY

Adopted:

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POLICY CONTENTS

I. PURPOSE & SCOPE.....	1
II. ISSUED UNIFORM APPAREL.....	2
A. Building Inspections.....	2
B. City Council Members	2
C. Fire Department.....	2
D. Parks and Recreation Department	2
E. Police Department.....	3
F. Public Works	3
III. ALLOWANCES & REIMBURSED UNIFORM APPAREL.....	4
A. Building Inspections.....	4
B. Facilities Maintenance	4
C. Fire Department.....	4
D. Ice Arena Leads	4
E. Police Department.....	4
F. Public Works	5

I. PURPOSE & SCOPE

The city will purchase the following uniform items using city funds. Employees in police, fire and public works are required to wear issued uniforms each workday. Departments that receive city logoed apparel are expected to wear the supplied apparel when interfacing with the public. Except for boot allowances/reimbursements which vary by position and department, all other forms of safety items or personal protective equipment (PPE) will automatically be supplied by the city and are not individually listed in this policy. The Human Resources department will be responsible for tracking all departments uniform allowance and reimbursement amounts on an annual basis.

II. ISSUED UNIFORM APPAREL

A. Building Inspections

The city will provide new employees in the building department with one city logoed jacket, five collared shirts and two long-sleeved shirts. Apparel options are determined by the department.

B. City Council Members

The city will provide each council member with one city logoed shirt per year. Apparel options are determined by the Administration department.

C. Fire Department

The fire department is responsible for establishing, maintaining and communicating an approved list of uniform apparel items.

1. Full-Time Firefighters, Fire Chief, Assistant Fire Chief and Fire Inspector/Marshal
An initial set of work uniforms will be provided to new full-time employees. Upon successful completion of the probationary period, employees will be provided a Class A department dress uniform.
2. Paid On-Call Firefighters
An initial work uniform will be provided to new paid-on-call employees. Upon successful completion of the probationary period, employees will be provided a Class A department dress uniform.

D. Parks and Recreation Department

1. Recreation Staff
The city will provide two city logoed shirts per year to seasonal staff. Regular part-time and full-time staff will receive two city logoed shirts per year and one jacket at the start of employment. Full-time staff may substitute annual shirts for a jacket/vest option after initial order. Apparel options are determined by the department.
2. Ice Arena Staff
The city will provide one city logoed jacket per year for part-time staff. Full-time staff will receive two city logoed shirts and one logoed jacket per year. Apparel options are determined by the department.
3. Community Center Guest Services Staff (Building Supervisors, Front Desk, Kids Cove, Fitness and Teen Center)

The city will provide two city logoed shirts per year. Building supervisors and front desk staff will receive one jacket with initial order at the start of employment. An employee may substitute a city logoed jacket or vest instead of the two shirts. Apparel options are determined by the department.

4. Aquatics Staff

The city will provide all lifeguards with one swimsuit and one city logoed shirt per year. Aquatic managers will receive one additional city logoed shirt per year.

Aquatic Aids will receive one city logoed shirt per year. All aquatics staff will receive one city logoed hat or visor per year. Full-time staff will receive two city logoed shirts per year and one jacket with initial order at the start of employment. Full-time staff may substitute an annual shirt for a jacket/vest option after initial order.

Apparel options are determined by the department.

E. Police Department

The police department is responsible for establishing, maintaining and communicating an approved list of uniform apparel items.

1. Police Officers and Police Sergeants

Officers will be issued an initial set of approved uniforms per the departments' standards and department policy.

2. Community Service Officer and Code Enforcement

These positions will be assigned a department approved uniform at the start of employment. Replacement items will be provided but must be approved by a supervisor.

F. Public Works

1. Union Employees (Parks, Streets/Utilities and Fleet)

Refer to the current union contract for uniforms issued.

2. Non-Union Public Works Employees (Superintendent, Supervisors and Forepersons)

The city will provide the same uniform articles as the union employees. Refer to the current union contract for uniforms issued.

3. Non-Union Public Works Employees (Engineering)

The city will provide one city logoed cap/hat and one jacket or city logoed shirt per year for identification purposes.

III. ALLOWANCES & REIMBURSED UNIFORM APPAREL

A. Building Inspections

The city will provide an annual allowance of \$500 for the positions of Building Official and Building Inspectors. Employees may use this allowance to cover the cost of city logoed shirts and jackets. Of this allowance, \$200 can also be used toward the purchase of appropriate work boots to meet the safety requirements of the position.

Apparel options are determined by the department.

B. Facilities Maintenance

The city will provide an annual allowance of \$500 for each full-time employee working in a facilities maintenance or custodial position. Employees may use this allowance to cover the cost of city logoed shirts, sweatshirts, jackets and/or hats. Apparel options are determined by the department. Of this allowance, \$200 can be used toward the purchase of appropriate work boots to meet the safety requirements of the position.

C. Fire Department

The fire department is responsible for establishing, maintaining and communicating an approved list of uniform apparel items.

1. Full-Time Firefighters, Fire Chief, Assistant Fire Chief and Fire Inspector/Marshal

The city will provide an annual uniform allowance equal to what is paid to employees of the patrol union for the previous calendar year. The uniform allowance will be a lump-sum, taxable amount paid out on the second paycheck in January of each year. The allowance is to be used toward the purchase of replacement apparel or appropriate footwear.

2. Paid On-Call Firefighters

Paid on-call firefighters will receive an annual reimbursement of up to \$200 for replacement apparel or appropriate footwear.

D. Ice Arena Leads

The city will provide an annual boot allowance of \$200 for each full-time employee working as an arena lead for the safety requirements of their position.

E. Police Department

The police department is responsible for establishing, maintaining and communicating an approved list of uniform apparel items.

1. Police Officers and Police Sergeants

The city will provide a uniform allowance for police officers according to the current patrol union contract. The uniform allowance will be a lump-sum, taxable amount paid out on the first paycheck in January of each year. The employee must use the allowance on department approved items.

2. Police Chief and Captains

The city will provide the same uniform allowance as police officers, according to the current patrol union contract. The employee must use the allowance on department approved items.

F. Public Works

1. Union Employees (Parks, Streets/Utilities and Fleet)

Union employees are eligible for an annual boot reimbursement. Boots purchased must meet the uniform standards and safety requirements of the job. Refer to the current union contract for the annual reimbursement amount.

2. Non-Union Employees (Superintendent, Supervisors and Forepersons)

Non-union public works employees are eligible for an annual boot reimbursement. Boots purchased must meet the safety requirements of the job. Refer to the current union contract for the annual reimbursed amount.

3. Non-Union Employees (Engineering)

The city will provide an annual boot allowance of \$200 toward the purchase of appropriate work boots to meet the safety requirements of the position.

4. Seasonal and Interns

The city will provide an annual boot reimbursement of up to \$100 for each engineering intern or public works seasonal employee in which the safety requirements of their position requires them to have proper work boots/shoes.