# Countywide Administrative Procedures Manual

## Administrative Procedure

Regulation Number: __AP-51_____ Effective Date: __3-29-12____
Review Date: _____ Revised Date: _____

## COUNTY ISSUED UNIFORM PROCEDURES

Purpose:
To establish procedures for identifying the public purpose of employee uniforms and identifying the criteria for issuing employee uniforms.

Policy:
Supplement to Employee Policy # 2-6 Workplace Attire.

Procedure:
Uniforms will be supplied by the County to employees who meet one or more of the following:
1) Engage in work that may heavily soil or damage their clothing; or
2) Engage in public safety activities or in work that takes them on private property; or
3) Engage in work that takes them in County buildings other than their regularly assigned worksite during and outside of normal work hours and the employees need to be readily identifiable as County employees to the public.

Once the Department Director has determined that there is a need for employees in his/her department to be issued uniforms and the director has ensured that one or more of the criteria for issuance of uniforms has been met, the following will occur:
1) The Department Director will select the items, style and color of the uniforms. It is at the discretion of the Director to solicit input from employees re: the selection of the uniforms.
2) The County logo and department name will be required on shirts and/or jackets.
3) The employee's name will be affixed to the shirt, or the employee will wear a County issued ID badge on his/her person at all times while working.
4) Employees in the Fire/Rescue Department/Operations Division are provided uniform ensembles in accordance with Department rules/regulations and/or the collective bargaining agreement. Uniform ensembles shall be identified and worn as required by Department rules and regulations. The approved Fire/Rescue logo shall be affixed to Department uniform shirts and jackets/coats...
5) Employees will be issued uniforms in amounts determined by the Department Director.
6) When an employee leaves the County the uniforms will be returned to the County, or the cost of the uniforms will be deducted from the employee's final payout check.
7) Safety shoes required by the department will be issued and accounted for in the same manner as all other uniform items.
8) Replacement uniform items and shoes will be provided if the Department Director

determines the items were damaged/soiled while the employee was engaged in work for the County.
9) Employees will be responsible for the payment of taxes on the value of the uniform if the uniform is adaptable to ordinary wear as determined by the Internal Revenue Service. The value of these items is taxable for Federal Employment Taxes under the provisions of Internal Revenue Code sections 3101, 3111 and 3402.
10) No clothing or footwear item issued by the County as a uniform item may be worn by the employee while off duty, other than for standard commuting to and from the workplace.
11) The provision of safety wear and safety items will be addressed within each department's operating procedures, as applicable.

Employees whose primary job is office work will not be issued County uniforms. However, employees who are primarily engaged in office work may be issued County shirts for use when they are engaged in public outreach events; accompanying field staff on site visits, or attending functions where identification as a County employee is necessary.

Approved by _Richard Drummond___ Date _3/29/2012__
County Manager