



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

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SUBJECT: **WORK UNIFORMS FOR EMPLOYEES
(OTHER THAN PUBLIC SAFETY)**

PURPOSE:

To provide a work uniform City policy and define the responsibilities of management and employees concerning the issuance and use of work uniforms for employees other than public safety.

POLICY:

For designated field and shop categories of work and/or employees, the City shall:

1. Provide work uniforms as protective clothing for those jobs where the work performed is such that apparel normally worn in that work would be subject to excessive wear or damage.
2. Require the wearing of work uniforms as identification clothing for those jobs where the work performed:
 - a. Involves high public contact;
 - b. Keeps the employee in constant public view; or
 - c. Necessitates quick and easy identification as a City employee.
3. Require the wearing of certain fabrics, specially colored shirts and/or other apparel for those jobs in work situations where employee safety is a factor.

Exemption from Wearing Uniforms - Where the kind of cloth, dyes used and/or cleaning preparations used result in a medical condition, the wearing of required work uniforms may be waived or alternative clothing may be provided. The affected employee shall be required to present a statement from a licensed physician attesting to the medical condition.

Failure of an employee or supervisor to comply with these requirements shall be grounds for disciplinary action.

PROCEDURE:

Responsibility	Action
Department	<ol style="list-style-type: none">1. Designate classes of work and/or specific positions that shall be provided work uniforms.2. Determine, with consideration of employee input, the style of uniform as available under current contract and number of changes needed weekly by each employee.3. Arrange for the pick-up, delivery, issue, and accounting of work uniform transactions with the approved vendor.4. Periodically review classes/positions and number of uniform changes to assure effective control of costs.
Immediate Supervisor	<ol style="list-style-type: none">5. Ensure work uniforms designated for a particular class and/or position are worn and, particularly, that special colored shirts and/or other apparel are worn in potentially hazardous work situations.6. Ensure employees change uniforms to maintain a good public appearance and that uniforms are not abused or misused.7. Ensure uniforms are repaired or replaced as needed.
Employee	<ol style="list-style-type: none">8. Wear the full work uniform provided when working. In particular, shirts are to be worn when working to reduce the potential for or severity of an injury.9. Wear specially colored shirts and/or other apparel for potentially hazardous work situations.10. Wear City provided work uniforms for City work only.11. Not abuse work uniforms, including the

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removal and/or defacing of City
identification.