City of Winder Personnel Policy Manual
Title: Employee Uniforms
Date Issued: 03/2017
Policy: 102

Mayor 3/14/17

City Administrator

100.10 **Purpose**

In order to provide employees assigned to certain departments a standard uniform for use during work hours and project a positive, professional image to the public This policy is intended to provide guidelines on uniforms and appearance and is not intended to address all situations.

This policy does not prohibit departments from issuing additional uniform requirements.

100.11 **General**

A. While in uniform an employee of the City of Winder shall adhere to the acceptable standards of dress and grooming as set forth in this policy, as well as maintain a professional standard of cleanliness and personal hygiene.

B. If uniforms are required, they will be provided by the City.

C. Uniformed personnel are required to be in uniform attire during the assigned working hours as a condition of employment.

D. Wearing of uniforms are limited to en route to and from work, while on the job, meal breaks during the work day, or at official departmental/City functions.

E. While it may be accepted for the employee to make brief stops en route to or from work, employees are not allowed to purchase or consume alcoholic beverages while in uniform at any time. While on a meal break to avoid negative appearance, employees in uniform shall not eat at the bar area of a restaurant if alcohol is sold.

F. The uniform shirt shall be properly sized for a professional looking fit, and shall be worn tucked inside the pants.

G. Uniforms shall not be altered in any way to change their general appearance or function, or to set them apart from other personnel in uniform.

100.12 **Uniform Procedures**

A. All uniforms must be approved by the department head and shall be leased or purchased from a vendor approved by finance department.

B. It is the responsibility of the department head or designee to keep track of items issued to each employee.

C. Ownership of all uniforms purchased by the City is considered City property.

D. All uniforms will require the City logo, approved department patch or wording distinguishing employment with the City of Winder.

E. Police and fire department uniforms shall contain the employee's last name visible on the shirt for identification.

F. It is the responsibility of all supervisors on a daily basis to ensure uniform standards are upheld.

100.13 **Headgear/Hats**

A. Field personnel are allowed to wear headgear/hats to protect themselves from the weather while out in the field in accordance with department policy.

B. If headgear/ hats are provided by the City, the employee shall wear the headgear/ hat provided by the City and shall refrain from wearing a personally owned/non-City hat. If a non-City of Winder hat is authorized, unprofessional/offensive logos and/or wording may be restricted.

C. Employees may not wear headgear/hats while inside a City building when working in an administrative position (primarily assigned to working inside a City building).

100.14 **Footwear**

A. Employees required to wear safety footwear or a specific uniform footwear for their essential job duties, shall be issued footwear.

B. In the event a uniformed employee is provided a footwear allowance in lieu of being issued footwear, the allowance shall be capped at $100.^{00}$ annually. Departments may place footwear guidelines for reimbursement and a receipt shall be provided to the finance department along with all other required documents.

C. If footwear becomes unserviceable due to normal wear and tear, replacement items can be obtained during the fiscal year if funds are available.

100.15 **City Logo and Department Patch**

A. When the City Logo is used on a uniform or other item of clothing the logo shall not be altered.

B. If a department desires to vary the approved uniform patch in color or style, approval must be received by the city administrator.

100.16 **Cleaning of Issued Uniform and Negligence**

A. Upon starting a shift, uniforms shall be free of stains; no holes, rips, or fraying; free of excessive pet hair or lint; and free of excessive wrinkles.

B. Employees shall be responsible for the cleaning and care of their respective uniforms.

C. The employee shall be responsible for reimbursing the City for replacement uniforms lost or damaged due to negligence by the employee.

100.17 **Tattoos, Jewelry, and Piercings while in Uniform**

A. Visible tattoos shall be covered while wearing an issued uniform.

B. Visible jewelry that pierces or is attached to the eyebrow, tongue, nose or other exposed part of the head or face may not be worn while in uniform. Departments may allow female employees to wear earrings provided the following is adhered to:
   1) Only one earring per ear.
   2) No dangling or over-sized earrings shall be worn.
   3) Plugs (used to enlarge piercing holes in the ear lobes) are prohibited.

C. Uniformed employees shall be restricted to one ring per hand provided the size of the ring does not hinder the employee's performance or presents a distraction.

D. If worn, jewelry around the neck shall not be visible.

E. Eyeglass frames and cords/chains must be of a color and pattern not to be considered a distraction from the uniform.

F. Any lost or damaged jewelry voluntarily worn by the employee, shall be the responsibility of the employee.

100.18 **Grooming**

A. Fingernails shall be groomed and have a clean appearance. The length of the fingernails shall not inhibit the performance of the duties assigned or cause a distraction. Any fingernail polish (if permitted by the department) shall be a non-distracting color and professional in appearance.

B. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance.

C. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and shall not interfere with safety and effectiveness of the employee.

D. If facial hair is permitted by department policy, the length of the facial hair shall not exceed one-quarter of an inch.

100.19 **Administrative Personnel and Non-uniformed Employees**

A. Administrative personnel that are not required to wear a uniform shall comply with the department's dress code. When no department dress code policy exists, the non-uniform policy shall be business causal.

B. When authorized in the City's budget, non-uniformed personnel may be issued or reimbursed for a shirt or jacket with a city or department logo, to be worn during work hours. The city shall not provide/reimburse for pants or shoes for non-uniformed employees.

100.20 **Discipline**

If an employee is found to be outside of the acceptable uniform standards, the employee will be requested to correct the deviation. In the event the employee must leave work to make the necessary corrections, the employee may use accrued vacation leave during their absence for their first violation of policy. Additional violations will be subject to disciplinary actions.

100.21 **Exceptions**

A. Exceptions to these guidelines may apply where the position warrants and must be recommended by the department head and approved by the Personnel Officer.

B. Exceptions may be made to comply with laws related to disability accommodation, medical conditions, or accepted religious beliefs identified in accordance with Federal law, on a case-by-case basis. Medical exceptions shall be presented to the Human Resources Department along with a medical certification

from their primary care physician or licensed specialist. Inability to wear safety equipment will not be considered if noted as a requirement of the position.

100.22 **Separation and Responsibility of Cost**

A. All uniform clothing items bearing the City of Winder logo or department patch issued to an employee are considered City owned property and must be returned in good and usable condition no later than the last day of employment.

B. If the uniform item(s) cannot be returned or returned in good condition, the cost associated shall be seventy percent (70%) of the cost associated with the replacement of the item or the original cost (the lower of the two associated cost will be used).

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Addendum

February 12, 2020

Subject: Employee Uniforms

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100.14 Footwear

D. Shoes may be dress or casual, but must be businesslike. Shoes shall be shined (if appropriate) and free or dirt. Sandals should present a professional appearance. Shoes must be conservative and professional and must be able to be worn safely in the working environment. Solid color leather shoes or athletic shoes may be worn but must be clean. Dress sandals are permitted, but sandals commonly called "Flip Flops" are not. Canvas shoes are acceptable, as well as solid color leather athletic shoes. Shoes with heels and soles that are so high as to be a safety hazard are not authorized.

100.19 Administrative Personnel and Non-Uniformed Employees

C. Suits, dresses, skirts, pants, and a suitable blouse, conservative in nature, is appropriate attire for wear. Skirts and dresses may have a hemline no higher than two inches above the knee, or may not fall below the knee to such an extent as to impede the ability to move safely. The length of capri pants must be closer to the ankle than the knee.

Dal Mayn 2/12/2020

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