

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 70.010 - DEPARTMENT FURNISHED UNIFORMS

Date: September 24, 2024
Revision No.: 7
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First Adopted: October 16, 1992

POLICY:

It is the policy of this Department to provide uniforms, including ball caps or beanies, to certain employee classifications to identify the employee to the public as a Water Department employee, and to ensure a safe, clean and healthy work environment. Initial impressions of an organization's professionalism and competence are frequently formed by customers and the public as a direct result of employee appearance and interaction.

Employees who work in the field must be cognizant of the potential impression their attire, including outerwear such as jackets and hoodies, may make on the public. The Department has issued outerwear to uniformed employees including canvas lined jackets, safety appropriate rain wear and other jackets or gear depending upon the section. Employees shall not wear personal outerwear that makes it difficult for the public to identify them as a Department employee, such as camouflage design attire, or any design that could be deemed offensive.

This policy is in accordance with the provisions set forth in International Brotherhood of Electrical Workers (IBEW) Local #47 (General employees), and the San Bernardino Association of Water Department Mid-Managers Memoranda of Understanding. It is the Department's intent to exclude office personnel from this policy as they are covered under the Business Casual Attire Policy 31.140.

RESPONSIBILITY:

The Purchasing Manager or authorized designee shall have the responsibility for ordering, checking in/out, and renting uniforms for each designated employee classification required to wear a uniform. No other Department employee is authorized to order or change uniform styles or colors. It is each employee's responsibility to ensure that his or her uniforms are clean and in good repair. It is each supervisor's responsibility to ensure that his or her subordinates are complying with the uniform policy and

to enforce this policy with appropriate levels of discipline, if necessary.

PROCEDURE:

1. Uniforms assigned to Water Department employees are to be worn at all times on the job. All clothing must be clean and wrinkle-free. Shirt tails that are clearly designed to be worn tucked in must be tucked in at all times. Uniform shirts with a straight across, finished hem may be worn untucked. Button up shirts must be buttoned from top to bottom except for the two top-most buttons. Belts must be worn with all portions of the belt tucked into belt loops and not dangling. Shoes must be in good, clean condition.

All general employees (as that term is used in the respective Memorandum of Understanding) who have routine customer contact in the field or off-premises shall wear a Department issued uniform. The Department shall determine the uniform to be worn by uniformed general employees. Each general employee who is required to wear a uniform will be issued 11 sets of the uniform. Each general employee who is required to wear a uniform will be issued two (2) canvas ball caps or one (1) canvas ball cap and one (1) beanie per calendar year. Additional ball caps/beanies can be purchased at the employee's expense. With the exception of the months June through October, general employees who wear hats/beanies in the performance of their duties are required to wear Department issued ball caps or beanies. During the months of June through October, general employees may wear Department issued high heat hats (ranger hats) or supervisor approved plain straw hats for protection from the sun/heat in place of Department issued ball caps.

All mid-management "supervisors" shall wear a Department issued uniform, which shall be differentiated from the uniforms worn by general employees. The Department shall determine the uniform to be worn by uniformed mid-management "supervisors," however, the uniform will be substantially as follows: White or blue one pocket dress shirts; tan, gray, or blue one or two pocket dress shirts or collared polo shirts; tan, gray, or blue chino-type pants or shorts; either a Water Department logo and name tag or a photo identification clipped to the shirt when out in field. "Supervisors" shall be defined as those individuals who are in mid-management (as that term is used in the respective Memorandum of Understanding) whose classification does not report directly to a Director and whose classification is identified as supervisor. Each mid-management "supervisor" who is required to wear a uniform will be issued 11 sets of the uniform.

"Field Superintendents" may elect to wear either a uniform or professional attire. "Field Superintendents" will be provided with 11 sets of the same type of uniform as is issued to the mid-

management "supervisors", if he or she elects to wear a uniform. A "Field Superintendent" is defined to mean any individual who reports directly to a Director.

Any individual who is issued a uniform or who is required to wear photo identification is prohibited from using a nickname as identification.

The Purchasing Manager or authorized designee shall develop guidelines for having uniforms cleaned and replaced. It is the responsibility of each employee who is issued a uniform to keep that uniform in a clean, well-maintained state.

Supervisors will ensure all their employees are wearing complete uniforms. Failure to wear a complete uniform will result in disciplinary action.

The Water Department will replace torn, worn out, or damaged uniforms as they occur during the normal course of the employee's work, at no cost to the employee. However, lost or missing uniforms are the responsibility of the employee and the cost of replacing lost or missing uniforms will be billed to the employee.

Policy Review

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