

35. **UNIFORM AND CLOTHING PURCHASE POLICY**

The uniform, dress and clothing policy was designed to provide comprehensive guidelines as to the dress and purchase of uniforms of County of Lake employees.

1.1 **General Provisions**

This policy shall be used for the items listed and for those department employees that require those items in the performance of their job and are not for personal use or an item of clothing typically purchased and worn in everyday life.

Frequency of provision, allowance, or replacement is to be determined by the department head.

In the rare event that an item purchased exceeds the maximum amount allowed, the department head shall deposit personal funds to cover the overage prior to request for payment. Proof of deposit should be attached when submitting the invoice to the Auditor's office to avoid any disruption in payment to the vendor. This provision is only to be used to correct an error and is not intended to be used as a way to intentionally purchase an item that is above the maximum allowance.

Department heads shall make good faith efforts to purchase items authorized under this policy from local vendors, when reasonable.

1.2 **General, Professional and Supervisory Positions**

For all general, professional and supervisory positions, professional and appropriate attire must be worn while on County business.

~~Clothing allowances or purchases for these positions are prohibited unless specifically authorized by the Board of Supervisors.~~

1.3 **Maintenance and General Laborers**

The County will provide inclement weather gear, safety clothing/equipment, coveralls, etc. for maintenance workers/general laborers in conjunction with the table in Exhibit A. Positions not specified in the table are not eligible for County provided clothing or equipment.

The clothing and equipment is to remain the property of the County, unless the employee receives an allowance for such clothing/equipment. It is the responsibility of the employee to maintain the clothing or equipment in an adequate manner. Upon termination of employment, the employee must return all articles of clothing owned by the County.

Department-Loaned Clothing and Equipment

Department-loaned clothing and equipment will remain property of the County. Proper care and cleaning is the responsibility of the department. Clothing must be returned to the department daily.

All other clothing allowances or purchases for these positions are prohibited unless specifically authorized by the Board of Supervisors.

1.4 Field Public Contact Employees

Field public contract employees are those employees that have daily field interaction with the public. In order to identify these persons as employees of the County, the County requires an employee to wear a County-approved uniform.

Employees are generally not eligible for a uniform allowance unless they wear such uniforms during each work day unless waived by the appointing authority for good cause, such as attendance at a conference or workshop.

The clothing and equipment is to remain the property of the County, unless the employee receives an allowance for such clothing/equipment. It is the responsibility of the employee to launder and maintain the uniform in an adequate manner. Upon termination of employment, the employee must return all articles of clothing owned by the County. If the clothing articles are in good condition, the department may professionally launder the articles and keep them available as loaner articles or for new employees until a new uniform can be ordered.

Uniforms shall not be worn by employees when off duty. Employees may wear uniforms traveling to and from work and while on official County business.

In the event the Board of supervisors approves a change in uniform, the full cost of any such new uniform shall be borne by the County. In the event of uniform damage in the line of duty, replacement shall be made by the County. Such replacement shall be for damage only, as determined by the Department Head, and shall not be for ordinary wear and tear. All damaged uniforms being replaced shall be turned into the department.

Department-Loaned Clothing and Equipment

Based on need and as authorized by the County Administrative Officer, departments may purchase and loan to employees certain articles of clothing such as inclement-weather clothing, safety clothing/equipment, or coveralls. Department-owned clothing will remain the property of the County. Proper care and cleaning is responsibility of the department. Clothing must be returned to the department daily.

1.5 Law Enforcement Uniforms

Sheriff Deputies' and other law enforcement officers' uniform guidelines shall be consistent with their appropriate Memorandums of Understanding (MOU's) between the County and subject union. Please refer to the appropriate MOU for

additional information.

Probation officers who work in the field and have need of safety equipment will be supplied this equipment on an as- needed basis as determined by the Department Head.

1.6 Extra Help Employees

Clothing purchases for extra help employees must be consistent with an equivalent position as specified in Exhibit A. However, extra help employees are not eligible to receive a clothing allowance.

SEE EXHIBIT "A"

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