

GENERAL EMPLOYMENT MATTERS**1.5.11****K. UNIFORMS**

Uniforms shall be required for designated field personnel to ensure City employees may be easily identified and recognized as such. Employees designated to wear a uniform represent the City of Redlands. In order to present an exemplary image to the public, employees shall follow these general guidelines:

- Uniforms shall be neat, clean and properly maintained.
- Faded, worn and/or stained uniforms shall not be worn on duty and shall be replaced.
- Uniform shirts shall be tucked into pants.
- Outer garments shall bear City identification, such as City patches or lettering. Temporary clothing such as disposable coveralls and raingear are exempt from the identification requirement.
- Hats shall be City of Redlands uniform hats and shall be worn with the bill facing the front.
- The use of headbands, bandanas and other head gear shall be approved by the supervisor prior to being worn. Generally, supervisors shall approve items that are clean, neat and in a neutral color.
- Short pants may be worn at any time during the year, provided that wearing them does not present a safety hazard. Short pants shall be uniform shorts only. Jean shorts, exercise shorts or any other type of non-uniform shorts are unacceptable. Boxer shorts, spandex exercise pants and/or other clothing item shall not be seen extending above or below the short pants.
- When short pants are worn, socks shall be white or a color which matches the City uniform. Socks shall not extend above the boot more than two inches.
- Long sleeved shirts shall not be worn under short sleeved uniform shirts. Tee shirts may be worn under uniform shirts however; the sleeve cannot extend beyond the sleeve of the uniform shirt.
- Upon separation of employment with the City, the employee shall return all City-owned uniforms in their possession to his/her supervisor in a clean condition, ready to wear, prior to receipt of his/her final paycheck.
- Any modifications to the uniform must be approved by the Department Head and reviewed by the HR/Risk Management Director for consistency purposes.

1. Wear

Departments Heads shall determine which job classifications and/or divisions are designated to wear City uniforms. Employees in these job classifications and divisions shall wear City uniforms during standard working hours. Uniforms shall be worn if an employee is called back to work from his/her off duty period. If a full uniform is not available at the time the employee is called out, the employee shall wear some other type of identification such as a badge, jacket or hat with City patches, etc.

City uniforms and any recognizable portion of a City uniform (i.e., anything with a badge, patch, or City of Redlands designation) shall not be worn for anything other than official City business. Employees shall be aware of public perception and the assumption that uniformed personnel are on duty.

GENERAL EMPLOYMENT MATTERS**1.5.11****2. Responsibility**

It is the responsibility of the Department Head to ensure the Uniform Policy is understood and adhered to by all department employees required to wear uniforms. This Uniform Policy shall be made available to all civilian employees required to wear a uniform. It is the responsibility of the employee to ensure the items issued and worn are in compliance with in this policy.

Employees who do not adhere to the provisions contained in this policy may be subject to disciplinary action. Any proposed disciplinary action related to this policy for non-sworn employees must be reviewed by the HR/Risk Management Director prior to the action being taken to ensure consistency.

Modifications to the uniform which are requested by the employee and approved by the department head must be paid for by the employee.

3. Safety

Department Heads may establish standards which are stricter than those contained within this policy for safety reasons. An example of this would be the requirement of steel toed boots or hard-soled shoes for specific classifications. Department Heads and their designees may also require that safety gear or equipment be worn such as hard hats or reflective arm bands.

Purchase: All uniforms shall be ordered and/or purchased through the City.

4. Allowance

Any uniform or boot allowance shall be paid in accordance with the appropriate employee Memorandum of Understanding.