

CITY OF PROVIDENCE

DEPARTMENT OF HUMAN RESOURCES

UNIFORM POLICY

Applicability

All employees required by the City of Providence to wear uniforms in connection with their employment.

Purpose

To enhance the image of municipal workers of the City of Providence by providing and maintaining them with modern, clean and distinctive uniforms without additional cost to employees.

Policy

The City of Providence will determine which employees will be required to wear uniforms and issue each said employee a reasonable number of uniform sets. Thereafter, all said employees will be required to wear a complete uniform, as defined by their Department Head, prior to commencing their scheduled shift.

Procedure

1. All employees required to wear uniforms will be notified, well in advance, of the effective date of the requirement.
2. All such employees will be individually measured for their uniforms.
3. All employees will be required to sign a detailed receipt for the uniform clothing which is issued to them.
4. Any employee determined to have intentionally abused his uniform clothing will be held financially liable for the replacement cost. Obviously, this would not apply to normal wear and tear.
5. Any employee transferring to another department or terminating his/her employment (either voluntarily or non-voluntarily) must turn in their full issue of uniform clothing.
6. The Department Head, in conjunction with the vendor, will establish pick-up and delivery dates for uniform cleaning. Further, that every employee be informed of those dates by the posting of a notice in the department.

Enforcement

1. Any employee reporting to work not wearing the complete uniform as defined by the Department Head, will be informed to return home and not to report back to work until he/she is wearing a complete uniform. An employee so advised, will be docked for the time not worked. Repeated such incidents will result in disciplinary action in accordance with the City's Employee Discipline Policy.

2. Any employee found not wearing his/her complete uniform during the course of his/her scheduled shift will be instructed, immediately, to comply with the requirement to wear the complete uniform. Repeat incidents will result in disciplinary action in accordance with the City's Employee Discipline Policy.

Responsibility

Overall responsibility for the City-wide program rests with the Human Resource Department. Department Heads have the responsibility for implementation and administration of this policy.



EMPLOYEE'S UNIFORM RECEIPT AGREEMENT

The undersigned employee of the City of Providence hereby acknowledges receipt of the following uniform(s) and/or accessory(ies).

QUANTITY	DESCRIPTION

The employee agrees:

1. That all uniform(s) and/or accessory(ies) are to be worn and used only during hours of employment.

2. That he/she will observe all rules and regulations that may be promulgated concerning the use and care of uniform(s) and/or accessory(ies).

3. That he/she will compensate the City for all loss or damage occurring to uniform(s) and/or accessory(ies), ordinary wear and tear and circumstances beyond the employee's control excepted; and, in any case of total loss, or of any damage which shall make a uniform or accessory unusable, the employee shall compensate the City for any such damage or loss.

4. That upon suspension or termination of employment with the City, employees shall promptly surrender and and all uniform(s) and/or accessory(ies) to his/her department head or supervisor.

EMPLOYEE NAME: _____

SIGNATURE: _____ **DATE:** _____

