

# Town of Meredith - Administrative Regulation

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Effective Date: April 1, 2006                      Regulation No: 27  
Revision Date: December 2, 2009              Supersedes: N/A  
Approved By: Phillip L. Warren, Jr.

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## **SUBJECT: UNIFORM POLICY**

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### **I. Definitions**

**Protective Work Clothing:** Protective work clothing is attire worn over or in place of regular clothing to protect the employee's clothing from damage or abnormal soiling.

**Safety Equipment:** Safety equipment protects the employee and may include head covers, gloves and goggles,

**Uniforms:** Uniforms are attire that is worn for the purpose of ready visual identification of Town of Meredith personnel. Uniform components may include shirts, pants, and jackets that are of the same design, color, and style.

**Insignia:** Logo bearing the Town of Meredith's seal and/or name. The Town of Meredith insignia shall not be worn on clothes other than approved coats, shirts, coveralls, pants, sweatshirts and hats. All departments must use the insignia as approved by the Town Manager. Uniform style and colors must be pre-approved by the Town Manager.

### **II. Purpose**

The purpose of the uniform policy is to set standards of attire, both for personal and professional appearance for all employees of the Town of Meredith; to enable the public is able to identify the wearer of the uniform as an employee of the Town of Meredith and to ensure reasonable consistency and neatness of an employees' appearance. All employees of the Town of Meredith shall be well groomed and dress in a professional manner appropriate to the employee's assignment and to related factors of safety and professional public image.

### **III. Policy**

- A. Employees shall appear in uniform when performing work duties involving public contact outside of a regular office setting, and when involved with the enforcement of the Town laws and/or department regulation.
- B. Uniforms are authorized for wear only while an employee is performing work assigned by the Town of Meredith.
- C. Non-uniform clothing shall meet the same criteria for neatness of appearance and condition. (see Casual Day Policy)
- D. When daily activities include both office work and public contact, employees are encouraged to wear the uniform or a shirt with the Town of Meredith insignia.

#### **IV. Issuance of Protective Clothing and Uniforms**

- A. Full-time employees assigned to the Public Works Department (including Solid Waste, Buildings & Grounds, Cemetery and Highway), the Water and Sewer Department and Parks and Recreation, shall be issued Protective Clothing through a Town approved clothing service vendor.
- B. Employee's listed in (A) above shall also be issued uniforms consisting of (5) five t-shirts and (2) sweatshirts per calendar year by their supervisor, not to exceed \$100 per employee.
- C. Employee's required to wear protective footwear shall receive a \$100 allowance per calendar year.
- D. Departments are responsible to furnish all necessary safety equipment and clothing that pertains to a specific project or assigned duty.
- E. Necessary raingear, rubber boots and other occupational clothing may be purchased by the department for seasonal work but must remain at the employee's assigned building when off duty.
- F. Police and Fire Departments are to reference their department policies where applicable.
- G. Park and Recreation part-time employees are to reference their department policy.
- H. The Code Enforcement Officer and the Real Estate Data collector are required to wear a shirt bearing the Town insignia or Town employee identification when dealing with the public outside of their assigned office.
- I. Uniforms and protective clothing bearing the Town of Meredith insignia remains the property of the Town of Meredith and shall be returned to the department upon termination of employment.
- J. It is not permissible for a Town of Meredith employee to accept a clothing gift from a vendor (ex: t-shirt bearing the vendor's name), nor is it permissible to wear this type of clothing while on work status.

#### **V. Uniform Allowances**

- A. The Town of Meredith shall provide a fair and equitable method for reimbursement to employees for required uniform expenses. Please reference the Accounts Payable Policy when making request for reimbursement.
- B. Authorized uniform reimbursement amounts are based on employee job classification and shall be reimbursed in accordance with their department's specifications and the approval of the Town Manager.
- C. Uniform reimbursement is based upon the calendar year.

- D. Departments are required to use Town of Meredith clothing vendors for clothing not supplied by the Town's approved uniform service.
- E. Employees who are required to wear safety boots are required to use the Town of Meredith's vendors whenever possible. Employees who wish to purchase safety shoes from an outside vendor shall seek approval from the Town Manager prior to purchase.
- F. Town of Meredith provided items lost or damaged due to employee negligence must be replaced at the employee's expense.
- G. Town of Meredith provided items damaged or worn out in the performance of duties shall be repaired or replaced by the employee's assigned department.
- H. Employees eligible for uniform reimbursement may purchase approved uniform items with prior approval of their supervisor. Itemized receipts for all items shall be submitted as proof of purchase.
- I. Purchase of non-uniform items such as general office clothing is not reimbursable.
- J. Any clothing that does not bear the Town of Meredith insignia and is considered "suitable for everyday wear" (jeans, clothing worn by plain clothed police officers, etc), but is approved for reimbursement by their supervisor, will be reimbursed through payroll and subject to taxes. (see Fringe Benefit Policy)

Phillip L. Warren, Jr.  
Town Manager  
December 2, 2009