



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.5
TO: Applicable City of Dublin Employees
FROM: Megan O'Callaghan, City Manager <i>Megan O'Callaghan</i>
SUBJECT: City Provided Uniforms
DATE: March 1, 2024
<i>Supersedes and replaces Administrative Order 2.5 dated 01/06/2011, regarding same subject.</i>
PROPONENT: Office of the City Manager

1. PURPOSE

The purpose of this Administrative Order is to set forth the policy governing the issuance, type, use, care and proper wearing of City provided uniforms for full-time and seasonal employees in the Maintenance Worker, Sign Worker, Custodial Worker, Auto Mechanic, Electrical Worker, Forester, Horticulturist, Assistant Forester, Assistant Horticulturist, Parks Administrator, Parks Operations Specialist, Operations Administrator, Fleet Administrator, Team Leads and all other applicable classifications. The content of this Administrative Order is subject to change as the United Steel Workers and Teamsters Collective Bargaining Agreement changes.

2. POLICY

A. The City of Dublin provides uniforms to employees to:

- (1) Assure that employees are appropriately attired for the duties they are asked to perform.
- (2) Assure that employees are easily recognized and identified by the public as City employees.
- (3) Assure that employees present a neat and professional appearance, reflecting a positive image to the public.

B. Employees are required to:

- (1) Wear the assigned uniform during the performance of their job duties.
- (2) Keep uniforms readily visible during working hours. It is permissible for employees to cover up uniforms while commuting to and from work.
- (3) Ensure their uniform is properly maintained at all times.
- (4) Refrain from wearing the issued uniforms for private, non-job related purposes.

C. The issued items are the property of the City of Dublin.

3. UNIFORM COMPONENTS

The City shall determine the components, styles and colors of the uniforms to be issued. The uniform items supplied to employees may be rented by the City, purchased by the City, purchased by the employee or a combination of rentals and purchases. The City has sole authority for entering contracts with suppliers for the rental or purchase of uniform items. Each Department/Division's Director or their designee is responsible for maintaining the Uniform Rental Form (Attachment A), Issuance Log (Attachment B), and Termination Agreement (Attachment C).

A. Bottoms - Rental

Pants and shorts are provided by the contracted uniform rental company and are supplied on a "five change" basis consisting of 11 total pairs of bottoms. Personal bottoms may not be worn. The distribution of bottoms can be changed seasonally.

Pants: For those classifications permitted to wear jeans, the combination of jeans and a t-shirt is not deemed acceptable except in the case of Fleet Technicians. Fleet Technicians are permitted to wear City provided jeans and City provided black t-shirts.

Shorts: For safety reasons, shorts may not be worn while grinding, operating a weed-eater, chain saw, welder, cutting torch, or chipper; while planting trees; while applying chemicals to turf or landscape beds; while cleaning up hazardous materials or working in conditions where exposure to chemicals could occur; or other situations deemed unsafe by the employee's immediate supervisor. Shorts are not authorized when representing the City at training, conferences or meetings with any individuals external to City staff.

B. Tops

A combination of rental and City-branded shirts are offered to employees. The styles, fabrics, colors, and quantities of shirts is to be determined by each Department's Director. Special event shirts (Dublin Irish Festival, Charity Cup, etc.) are not appropriate uniform components, except during the special events. The ANSI t-shirts are deemed to be Personal Protective Equipment (PPE) and are provided on an as-needed basis. ANSI items are covered in Administrative Order 3.1.

Rental Tops: Shirts are provided by the contracted uniform rental company and are supplied on a "five change" basis consisting of 11 total shirts. Personal shirts may not be worn. The distribution of tops can be changed seasonally.

City-branded Tops: Shirts and sweatshirts are provided by the City when an employee is hired. Each employee will be given eight shirts and two sweatshirts. For specific styles and quantities see Attachment B.

C. Hats

City-branded hats are provided by the City when an employee is hired. Employees have the option to select two hats. No other marking, embroidery, pins, badges, etc. are permitted on the caps. Only the hats provided by the City are permissible for wear with the City uniform. Hardhats are deemed to be PPE and are covered in Administrative Order 3.1.

D. Footwear

Shoes and boots are deemed to be PPE and are covered in Administrative Order 3.1.

E. Overalls, Jackets, Coats, and other Outerwear

The City will provide annual allowances for bargaining unit employees to purchase overalls, jackets, coats, etc. (collectively "outerwear"). Only styles and colors as listed in the Collective Bargaining Agreement will be authorized. Non-bargaining unit employees shall be issued outerwear on an as needed basis.

F. Accessories

Bargaining unit employees shall purchase gloves with their yearly uniform allowance. Non-bargaining unit employees will be provided gloves by the City on an as-needed basis, at the discretion of the Director.

G. Personal Protective Equipment

The purchase, issuance, wear, etc. of Personal Protective Equipment or safety apparel is governed by Administrative Orders 3.1 and 3.6.

4. UNIFORM MAINTENANCE

It is each employee's responsibility to ensure their uniform is in proper order and properly maintained at all times. To assist employees in keeping their uniforms clean the following practices have been established:

The rental contract includes provisions for the cleaning and maintenance of rental uniforms. Employees are encouraged to take advantage of this service. Should an employee choose to opt out of the cleaning service they will be responsible for cleaning their uniforms.

5. UNIFORM REPLACEMENT

After onboarding issuance, all uniform components provided by the City will be replaced on an "as needed" basis. Uniform components should not be excessively worn or defective in any way. It is the responsibility of managers and team leads to perform informal inspections of their employees to ensure that they have the proper uniform components. An employee desiring the replacement of an item(s) will submit the items to their supervisor for inspection. If the employee's supervisor concurs the items should be replaced they will authorize the purchase of a replacement item(s). Replaced items will be returned to the City for disposition.

6. UNIFORM MODIFICATION

Employees may not modify the issued uniform with additional embroidery, silk screening, other markings, pins, badges, patches, or other personally supplied items. Employees may, at their own expense, have their work unit identification (e.g., turf crew, sewer crew, etc.) embroidered on the back of their uniform hats. Any modifications must be approved by the Director.

7. LOST UNIFORM ITEMS

Should an employee lose uniform components, the employee is responsible for reimbursing the City directly for the cost of such items or the City shall deduct the cost of such items from the employee's wages to the maximum amount permitted by federal and state law.

8. SEPARATION FROM EMPLOYMENT

Upon separation from employment, the employee shall return all City – provided/purchased uniform items. Should the employee fail to return all such items, the City shall deduct the cost of such items from the employee's final paycheck to the maximum amount permitted by federal and state law. (At the time of issuance of all City-provided/purchased uniform items, the employee shall be required to sign the Attachment C form indicating that the employee agrees to such payroll deduction). This does not include any uniform components purchased by the employee, which shall be retained by the employee upon separation from employment.

9. ACCOUNTABILITY

The employee's supervisor shall inspect all uniform items to ensure each item is in a proper state of maintenance and appearance. The Administrative Assistant in each Division will maintain the Uniform Rental Form (Attachment A) for each employee, including barcodes for rental components; they shall also ensure internal controls for City-branded items with the Issuance Log (Attachment B).

10. OUTSIDE TRAINING AND OTHER CONDITIONS

Employees are encouraged, but not required, to wear uniforms while attending outside training or conferences. Employees, when representing the City in an official capacity, should dress in a professional manner. In the event in which it would not be appropriate for the employee to wear a uniform, the employee's supervisor will determine the appropriate style of dress.

11. SPECIAL CIRCUMSTANCES

Employees may have special circumstances or conditions that conflict with certain uniform items. When these circumstances/conditions are known, the Director will address them on a case-by-case basis. An employee claiming a health condition may be asked for a written document from their physician.



RENTAL UNIFORMS

Name:	ID#	Hire Date:	Full-Time / Seasonal	
Department:	Order Date:	Received Date:	Union / Non-union	
Pants				
Quantity:	Size:			
Circle Option:	Cargo or Flat Front Carhartt Pants Carhartt Jeans	Gray / Khaki		
Shorts				
Quantity:	Size:			
Circle Option:	Cargo or Flat Front	Gray / Khaki		
SS Button-Up				
Quantity:	Size:			
LS Button-Up				
Quantity:	Size:			
ANSI Reflective				
Quantity:	Size:			
Last 5 digits of bar code				
	Pants	Shorts	Shirts	ANSI
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

I have received all the rental items listed above and agree to turn all of the items back in upon my last day of employment with the City of Dublin. Alternatively, employees who opt out of rental items should sign below agreeing to such.

Employee Signature _____ Date _____

Attachment B: City of Dublin Issuance Log

	Name:				Year:			Full-Time / Seasonal		
	Department				Crew Lead:			Size:		
	Item	Date / # Issued	Date / # Issued	Date / # Issued	Date / # Issued	Date / # Issued	Date / # Issued	Date / # Issued	Date / # Issued	
Dublin Branded Gear	T-Shirts (8)	Tri-Blend T-Shirt								
		Dri-Wick T-Shirt								
		Long Sleeve T-Shirt								
		Other:								
	Sweatshirts (2)	Sweatshirt, Hooded								
		Sweatshirt, Crewneck								
		Sweatshirt, 1/4 Zip								
		Windshirt								
	Hats (2)	Baseball Hat, Mesh								
		Baseball Hat, Flex Fit								
		Safari Hat								
		Visor								
		Toboggan								
		Other:								
	Unbranded Gear	ANSI	Protective Safety Vest							
ANSI T-Shirt										
ANSI Rain Jacket										
ANSI Rain Pants										
Carhartt (Allowance)		Carhartt Pants/Bibs								
		Carhartt Jacket								
		Other:								
Accessories (Allowance)		Gloves								
		Safety Glasses								

Employee Signature & First Date of Inventory _____
 (Signature of employee indicates employee acknowledges receipt of items and responsibility for maintenance of items issued)

Signature of Supervisor/Liaison Distributing Items _____



Attachment C: Agreement to Reimburse

Agreement to reimburse the City for lost uniforms and failure to return all City-provided/purchased uniforms upon separation

I hereby agree that should I lose City-provided/purchased uniform items during my employment with the City of Dublin, I will reimburse the City for the cost of such items, or the City may deduct the cost of such items from my wages or salary to the maximum amount permitted by Federal and State law.

I further hereby agree that upon separation of my employment with the City of Dublin, I shall return all City-provided/purchased uniform items. Should I fail to return all such items, the City may deduct the cost of such items from my final paycheck to the maximum amount permitted by Federal and State Law. Should there be an insufficient amount in my final paycheck to cover the cost of all such items, I understand an invoice will be sent to me for the payment of the remaining amount.

Employee's Name

Position Title

Employee's Signature

Date