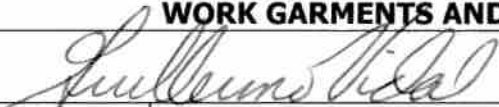


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General

This policy supersedes and replaces Public Works Policy 10-A004, Work Garments and Uniforms, issued on January 1, 2007.

PURPOSE

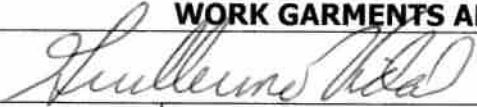
This policy is established to define eligibility and to standardize the annual work garment and uniform allocation for Public Works Employees required to wear uniforms and specified work garments in the performance of their duties.

GENERAL

1. This policy complies with Executive Order 110, "Procurement and Maintenance of Work Garments and Uniforms"; as noted in the Executive Order, Work Garments and Uniforms are the property of the City, are purchased by the employee's agency, and must be returned at the end of employment.
2. Eligible employees are allowed to submit a request form for work garments (off of a standard list) for up to \$200 each year to the agency; the agency then orders, and pays for, the work garments, using the city's normal process for purchasing materials and goods; and the work garments are issued to the employee. The work garment vendor is selected through the normal RFP bidding process, or other authorized contractor selection process. No cash payment is made to employees under this policy.
3. This policy does not preclude the additional acquisition of work wear for special events, special assignments, or recognition for achievements or employment in Public Works Agencies, as approved by the Manager of Public Works.
4. The Manager of Public Works shall periodically perform a review of work garment bid prices and adjust the annual work garment and uniform allocation, as needed, to address significant price changes for garments.
5. Safety boots and Safety Wear are not included in the policy, but are covered in Public Works Policies 10-S002 and 10-S005.

ELIGIBILITY

1. Eligibility for the annual work garment and uniform allocation is as follows:
 - a. Employees in classifications that are required to wear a uniform or other identifying work wear as part of their daily job performance.
 - b. Employees and Supervisors in classifications, which perform labor or trades, work, as specified by CSA.

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- c. Employees in other classifications may be included as needed to provide a consistent policy within an Agency, as determined by the Agency Director, if the daily performance of their duties includes work in a similar environment as that experienced by labor and trades classifications.
2. On-Call and Temporary Employees are not eligible for the annual work garment and uniform allocation, but may be issued work garments by the Agency Director.

ANNUAL ALLOCATION:

1. Effective January 1, 2007, the standard annual allocation for work garments and uniforms is \$200 per employee.
2. Additional allocations may be established under special circumstances, such as a special work assignment or the assignment of new job duties that requires different work wear, as determined by an Agency Director, with the approval of the Manager of Public Works.

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