

Subject: Uniform Program	Number: 3-6
	Date Issued: December 1, 1998 Date Revised:
Responsible Department: DAS—Purchasing	Approved:

Purpose

1. To affix overall responsibility for the operation of the program.
2. To establish an overall policy regarding new divisions or agencies entering into the uniform program.
3. To set forth general procedural guidelines for the operation of the program.

Responsibility

1. The overall responsibility for the operation of the uniform program will rest with the Department of Administrative Services. This department will be expected to ensure the implementation of the procedures set forth in this directive.
2. The responsibility for solving minor uniform problems will rest with the designated employee in each division who serves as a liaison between the uniformed employees and the laundry driver

Procedures

1. It will be the City's policy to require a favorable majority vote by the applicable employees before instituting a new uniform program in any division. However, it will be assured that all new employees will be automatically included in the program once it has been established.
2. After it has been determined that a division will institute a uniform program, employees will select a specific uniform plan that will provide them with the uniforms best suited to the work they do. The following seven plans are available for selection:

Plan A:	Weekly supply of two sets of coveralls.
Plan B:	Weekly supply of two sets of pants and white cotton shirts.
Plan C:	Weekly supply of two sets of shirts and pants.
Plan D:	Weekly supply of two pants and four shirts.
Plan E:	Weekly supply of two dacron pants and four shirts.
Plan F:	Weekly supply of four shirts and four pants.
Plan G:	Weekly supply of five white shirts and two dacron pants.

3. The total cost of the program will be shared on a 50-50 basis between the City and the employee, and the appropriate employee cost will be deducted from the employee's paycheck.
4. Payroll deductions will be stopped only if an employee is absent from work for a complete pay period because of sickness, injury or leave without pay.
5. Notations of employees added to or deleted from the uniform program shall be made on the uniform report that accompanies each prelist.
6. Although the responsibility for the uniform program is now centralized, it is suggested that each division designate one employee as a liaison between the laundry and the employees for the purpose of resolving minor uniform problems. Some of these minor problems would be lost or damaged garments, starch problems, delays in service, incorrect sizes, etc. Complaints to the laundry shall be submitted to the laundry driver in writing in the appropriate section of Form No. 1, attached to this directive, and a copy will be forwarded to Human Resources for analysis.
7. When problems do arise that cannot be resolved between the division and the laundry, the Department of Administrative Services should be contacted for assistance in resolving the difficulty.
8. Changes in uniform plans will be permitted only if an employee changes departments or jobs in which the uniform of the new department or job is a different color, type or number. These changes will be requested in writing in the appropriate section of Form No. 1. Once a year, on the first working day in January during the life of the contract, all employees will have an opportunity to increase their uniform plans if there is good reason to do so.
9. Short-sleeve shirts will be issued to those employees requesting this service, in writing, on Form No. 1. This service is not mandatory, but it is understood that the service is based upon two exchanges annually. The season for short-sleeve shirts is May 1 to November 1, except for those employees who request short-sleeve shirts year-round. Once a year, on the first working day in January during the life of the contract, all employees will be required to indicate whether or not they desire short-sleeve shirts.
10. It is understood that City uniforms are to be worn only while going to and coming from work, and while actually at work for the City of Fresno. Under no circumstances will City employees wear uniforms while working outside of the City government.
11. Dirty uniforms will be turned in at the various designated pick-up stations each week. Employees not meeting this schedule will have shortages in their uniform supply.
12. Medium starch will be used in all uniforms, unless an employee can provide a doctor's certificate that shows he/she is allergic to starch. In this case, the uniforms will be laundered without starch.

13. Temporary and provisional employees may be issued used uniforms for the duration of their jobs, if such uniforms are available at the laundry. If a temporary employee becomes permanent, new uniforms shall be issued.
14. In those divisions that have selected a uniform plan, it is mandatory that all employees covered by the plan wear the prescribed uniform. The only exception is that a physician may exempt an employee because of allergies to starch, material, etc.