

SUBJECT UNIFORM POLICY FOR ELECTRIC, STREET, WATER, WASTEWATER DEPARTMENTS	ISSUED BY CITY COUNCIL	EFFECTIVE DATE MAY 6, 2024
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POLICY STATEMENT:

Employees are representatives of the City, and each individual composes a part of the overall image that the City projects to citizens and to visitors to the City. Some types of attire and clothing can be considered to be unsafe while engaging in some job activities, and some attire and clothing is considered to be inappropriate for some workplace settings. The City of Washington recognizes the need to provide clothing and uniforms to employees of certain City departments to prevent damage to personal items as a result of work required for certain jobs as well as to help promote employee identification in the field.

Tax laws, rulings, regulations and court decisions uphold that in order to be excludable from an employee’s wages, uniforms must be required by the employer and cannot be adaptable for general use.

PROCEDURE:

Employees of the City of Washington Electric, Street, Water, and Wastewater Departments shall be required to wear uniforms as follows:

1. The wearing of uniforms as prescribed by the City Administrator under the directive and direction of the governing body shall be mandatory for all full-time employees in the Electric, Street, Water, and Wastewater Departments.
2. The uniforms will be provided by the City and will be distinctive in nature so that they are not suitable for taking the place of an employee’s regular clothing.
3. The uniforms shall be worn only while on duty and working for the City of Washington.
4. The uniforms shall not be worn when an employee is off duty or by any person other than the employee; provided, however, that the same may be worn when an employee is commuting to and from work or is at a work-related function.
5. If an employee is found to be wearing any city provided uniform or any clothing with a City of Washington logo outside of work hours and in a public place or at a public event on personal time it shall be considered a violation of this policy and the employee shall be subject to disciplinary action at the discretion of the Department Head and/or City Administrator.

6. Employees are expected to maintain City issued uniforms in a clean, neat and serviceable manner.

7. All uniforms provided by the City are considered city property and must be relinquished/returned to the City upon the end of the employee's employment with the City. If items are not returned, the city may pursue reimbursement.

8. Employees may be held responsible for any uniforms lost or damaged due to the employee's negligence.

9. The City Administrator is responsible for monitoring compliance with this policy. If it is determined that an employee is not in compliance with this policy, the employee may be sent home (without pay unless an employee is permitted to use accrued benefit time) to change. Additional disciplinary action may be taken for repeated violation of this uniform policy.

10. This policy is an administrative policy and may be modified from time to time by the City Administrator at the directive and direction of the governing body.

Approved By: _____

Garett Edgar, Mayor

RESOLUTION NO. 2024-02

A RESOLUTION ADOPTING AN EMPLOYEE UNIFORM POLICY FOR CERTAIN DEPARTMENTS WITHIN THE CITY OF WASHINGTON, KANSAS.

WHEREAS, the governing body of the City of Washington, Kansas recognizes that employees are representatives of the City, and that there is a need to provide clothing and uniforms to employees of specified departments as a result of work required for certain jobs as well as to promote employee identification in the field; and

WHEREAS, the governing body of the City of Washington further recognizes that in order to be excludable from an employee's wages, uniforms must be required to be worn and cannot be adaptable for general use; and

WHEREAS, the governing body of the City of Washington desires to adopt a Uniform Policy for employees of the City employed within certain departments of the City.

NOW, THEREFORE BE IT RESOLVED by the governing body of the City of Washington, Kansas that the Uniform Policy for Electric, Street, Water, and Wastewater Departments attached hereto and incorporated fully within is hereby adopted by the City of Washington, the same to be effective immediately.

ADOPTED AND APPROVED by the governing body of the City of Washington, Kansas this 6th day of May, 2024.



ATTEST



Garrett Edgar, Mayor



Denise M. Powell, City Clerk

