



Work Clothing Policy

Amended October 18, 2016

PURPOSE

The intent of this policy is to provide City employees with articles of work clothing that address the following general objectives:

- **SAFETY:** Those items which protect the employee while on the job.
- **CONSISTENCY:** Those items which identify all Department of City employees as part of a team and provide for a consistent image of the City. The apparel may be used to link work crews together, facilitate ease of identification by the public through the use of common logos, color schemes, etc.
- **IDENTIFICATION:** Those items which enhance customer service and provide information to citizens regarding roles within Departments and City government. It may also assist with directing residents and visitors to "the right person or department."
- **PUBLIC RELATIONS:** Those items which market the City and its employees at special events, conferences, and meetings which enhance the image of the City of Gunnison.

SCOPE

The City of Gunnison may provide work clothing to full time employees according to the following guidelines. Please note, this policy does not apply to public safety uniformed employees who are covered under a more comprehensive policy: "Gunnison Police Department - Operating Standards Manual".

POLICY

- A. Recognizing that each employee's work clothing needs vary - depending on the employee's regular assigned tasks and work conditions - each City department will determine the articles of clothing that will be purchased for each employee and budget accordingly in that department's annual budget appropriation. Purchases must be approved in advance by the department head or management staff member responsible and accountable to the applicable budget limitation.
- B. The following articles of clothing may be provided by the City, if one or more of the general objectives stated above are fully met:
 - Articles of clothing that require a City logo or identification
 - Winter coats
 - Spring/fall jacket
 - Summer-weight shirts
 - Winter-weight shirts
 - Heavy-weight work vest
 - Work hats

- Articles of clothing that do not require a City logo or identification
 - Coveralls
 - Work pants
 - Work boots
 - Work gloves
- C. Purchase of any clothing articles, other than those listed above, requires the written approval of the appropriate department head or management staff member and must clearly meet the intent of the City's Work Clothing Policy as outlined above.
- D. Clothing articles should be functional in nature without unnecessary embroidery, tailoring, or styling. Where applicable, the City logo should be prominently displayed. Departments should also strive to adopt a common color scheme or style in order to meet the policy objectives of consistency, identification and public relations.
- E. Wherever and whenever possible, departments shall purchase work clothing articles from local vendors per the requirements of the City of Gunnison's Purchasing Policy.
- F. It is the responsibility of each City employee to always maintain his or her work clothes in neat, clean condition.
- G. Clothing articles supplied by the City should only be worn while "on duty" with the City.
- H. Replacement for clothing articles lost is the sole responsibility of the employee to replace at his or her own expense.