
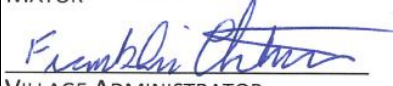



POLICY AND PROCEDURE STATEMENT

SUBJECT UNIFORM USE	PAGE 1 OF 2	DATE EFFECTIVE JULY 1, 2018			
SECTION/POLICY NO. 5.05	APPROVED BY  MAYOR	SUPERSEDES VOA V-K, DECEMBER 31, 2008			
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">APPROVAL DATE</td> <td style="width: 33%;">ISSUE DATE 12/31/2017</td> <td style="width: 34%;">REVIEW DATE</td> </tr> </table>	APPROVAL DATE	ISSUE DATE 12/31/2017	REVIEW DATE
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REFERENCE SECTION SIX	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES			

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village of Ashville is committed providing the Village of Ashville staff with uniforms that communicate to our residents that they are an employee of the Village of Ashville, can be worn safely and/or provide for efficiency.

PURPOSE:

- I. To determine staff in need of a uniform.
- II. To provide an appropriate uniform that provides protection and a professional appearance suitable for the job they perform.
- III. To ensure employee is wearing the uniform.

PROCEDURE

- I. The Village's Mayor and Village Administrator will assess the needs of the employees and staff to wear designated attire.
- II. The Village's Mayor and Village Administrator reserve the right to regulate the clothing worn by employees.

General Guidelines:

1. The specified uniform will be used only while working for the Village of Ashville during normal working hours or when requested to work outside of normal working hours.
2. Employee will refrain from wearing the clothing outside of hours indicated in 1 unless they are going to and from work; or they are involved in an ongoing activity involving the Village of Ashville.
3. The employee will not be required to wear a uniform under the following circumstances after an employee has been granted approval by the Village Administrator, Mayor, or designee:
 - a. An employee has not been provided a uniform.

- b. The uniform is inappropriate for specific conditions:
 - i. Weather
 - ii. Work Safety
 - iii. Working Undercover.
 - c. The uniform is in a condition during work that requires a change of clothes.
 - d. The supervisor will be responsible for monitoring the compliance to this policy. If the employee is in violation of this policy they will implement Policy Process and Employee Development Section Six.
4. The Village will pay for the initial purchase of a uniform and normal replacement cost for the wear and tear of a uniform.
Village of Ashville will approve these purchases if the following is met:
- i. The purchase must demonstrate a business purpose & provide a legitimate public benefit.
 - ii. The purpose/reason must be clearly indicated on an attachment to the voucher.
- Purchases of identifying apparel for employees that make infrequent contact with the public in the field are not appropriate.
5. Purchases of Apparel and Other Items for Resale to Employees.
The Village may purchase for resale to employees, at cost, additional wearing apparel and other items. Shirts, hats, jackets and limited merchandise may be sold to the employees at the cost of the product. This allows employees an affordable means to acquire additional apparel.
6. Purchases of Badges for identification purposes are appropriate.
7. The Employee will pay for any damage to the uniform that is not part of 4.
8. The Village reserves the right to collect fees for item 5 from the employee.
9. The Village has the right to change this policy.
10. The Village has to inform Employee of any changes in this Policy.

List of Approved Items

In order to provide appropriate clothing to employees, the following items are appropriate to be provided as needed by the Department to the employees:

- Navy Cargo Pants
- Gray T-Shirt with logo, Department Name, and Employee Name
- Vests, both protective and safety green
- Steel Toe Shoes/Boots and Safety Shoes
- Dust/Particle Masks
- Protective Glasses/Goggles
- Face Shield/Guards
- Ear Protection/Muffs
- Hard Hats and other Protective Head Gear
- Gloves, Rubber, Leather, etc. for chemicals, weather exposure, exposure to equipment
- Respirators
- Gas Monitor Detectors
- FCC/OSHA Radio Frequency (RF) Monitors
- In order to provide appropriate clothing to employees, the following items are appropriate to be worn by the employee and provided by the employee:
- Rain Gear including hats, coats, pants, and ponchos
- Cold Weather/Winter Wear Clothing
- Chaps/Other Items of Clothing for Use with Chain Saws and Related Equipment
- Brush Pants
- Coveralls
- Personal Floatation Device/Float Coats
- Waders/Boots for wet areas
- Neck Shrouds

Employee Signature: _____ Dated: _____