



Policy: 2019012

Date in Effect: 11/18/2019

Latest Revision: 10/27/2023

UNIFORM/CLOTHING ALLOTMENT POLICY

POLICY STATEMENT

It is the policy of the City of Findlay to provide work uniforms/clothing and outerwear for certain Service employees of the Airport, Cemetery, Engineering, Parks Maintenance, Building Maintenance, Recreation, Sewer Maintenance, Streets, Traffic Signals, Water Distribution, Water Pollution Control, Water Treatment, and Water/Sewer Billing Departments, Zoning and other departments as approved by the Mayor or Service-Safety Director

PROCEDURES

- A. An up to \$500.00 uniform/clothing allotment will be budgeted for each eligible employee for the purpose of purchasing uniforms, clothing and safety footwear. The object code for these purchases is 212600 (Uniforms & Clothing). Each employee shall have payment of uniforms/clothing by way of purchase order (PO) to the vendor. Examples of clothing that can be purchased are work shirts, work pants, sweatshirts, jackets, outerwear, and approved safety footwear (boots or shoes must be classified as workwear and must meet the requirement of physical or manual work). The amount allotted for each employee will be dependent on his/her need for uniforms/clothing, particularly the necessity for outer clothing such as winter jackets and, overall, to perform his/her normal jobs as determined by the Department Head.
- B. It is expressly understood that the employee will be required to be taxed through payroll (federal, state, city and local) on work clothing purchased out of object code 212600. **Although, the object code is not the determining factor; the types of items being purchased is what determines a taxable vs. non-taxable, non-cash fringe benefit.** The reason is that the IRS considers any clothing and outerwear that could possibly be worn away from work as a taxable fringe benefit. The only clothing exempt from this requirement is the safety T-shirts.
- C. Work logo reflective clothing such as safety T-shirts (i.e., T-shirts in vibrant colors like yellow, green, orange, etc.) and other appropriate safety gear is purchased through 212602 (Safety Gear) and will be provided by the City and will not be taxed to the employee.

GUIDELINES

Work uniforms will be subject to the following policy:

- A. Employees will be required to wear work uniform shirts, T-shirts, or sweatshirts with a City of Findlay logo. Each department may select a standard color(s) for their uniform shirts, T-shirts, or sweatshirts. This decision will be made by the department head.
- B. Work pants may be the traditional uniform pants or denim-type material such as blue jeans.

- C. Employees must wear City approved work uniforms during working hours. Uniform T-shirts or sweatshirts may be worn in place of work shirts. Employees who are attired inappropriately will be sent home to change and are subject to appropriate discipline. The time used to go home and change will be without pay.
- D. Uniform shirts, T-shirts, or sweatshirts may only be worn to and/or from work and during work hours (unless otherwise authorized by Mayor or Service-Safety Director). If employees make a brief stop on the way to work or on the way home, it is okay to leave their uniform shirts on, but uniform shirts are not to be worn for "moonlighting," going out to dinner, chores around the house, etc. Family members or non-City personnel are not permitted to wear City logo clothing. Violation of this policy will subject the employee to appropriate discipline. Work pants and outerwear (which will not have any City logos on them) may be worn at any time by the employee, whether at work or away from work, without any restrictions.
- E. Employees will be responsible for cleaning and normal maintenance of uniforms. It will be the employees' sole responsibility to turn in worn or damaged clothing or outerwear purchased through the uniform & clothing allotment, that is deemed non - serviceable. The items must be turned in for replacement. If an employee damages clothing beyond repair while on the job, through no fault of his/her own, management may use their discretion to replace, even if it exceeds the \$500.00 allotment limit.
- F. When an employee retires, resigns, or is terminated, he/she shall surrender all uniform shirts, T-shirts, safety T-shirts and sweatshirts. These will be disposed of in an appropriate manner (i.e., cut up and used for shop rags, etc.) and not reissued to new employees. Uniform shirts, T-shirts, safety T-shirts and sweatshirts that have the City logo patch sewn on them may be retained by the employee if the patches are removed and returned to the City. The reason for this requirement is to eliminate the possibility that a former City employee will be able to use a uniform shirt to impersonate current employment status and gain entry into a resident's home or gain a resident's confidence under false pretenses. It will not be necessary to surrender work pants and outerwear as these items will not have the City logo on them.

Mayor:



Service-Safety Director:



Human Resources Director:

