



ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE October 1, 2015	

I. **PURPOSE**

To establish a uniform policy to maximize safe working conditions, promote a professional appearance and provide ease of recognition or identification of City of Tucson employees by the public.

The appearance of City of Tucson employees reflects the image of the organization and has a significant impact on how City of Tucson employees are viewed by customers and the general public.

II. **POLICY**

The City of Tucson expects its employees to present a high standard of personal appearance and grooming. Employees required to wear a uniform must adhere to the policies and procedures outlined in this directive. Supervisors are responsible for ensuring guidelines are met.

Employees are to be neatly and appropriately attired for the type of work they perform. Uniforms must be worn when on duty and should be well maintained.

An employee arriving for work dressed in a way that is inconsistent with policy will be advised by their Supervisor that the employee's attire or grooming is not proper for work and given the opportunity to immediately address the issue. If necessary, the employee may be directed to return home to change (the time to travel and change will not be paid). Deliberate breaches of this policy may result in disciplinary action

Uniforms are furnished according to the terms of the Labor Agreements or department policy. Responsibility for uniform laundering, maintenance, and exchange of damaged uniforms remains with the employee with the exception of employees working in departments or divisions where uniforms are provided through a contracted uniform vendor.

- A.** Employees not provided City uniforms, and employees provided City uniforms, but who want additional uniform garments, may purchase uniforms at the City contract price. All uniforms bearing a City insignia shall be used for City work only.
- B.** Departments shall ensure that only the type of uniform specified for each position is ordered.
- C.** Wearing uniforms as described by this directive shall be mandatory with the following exception(s):
 - 1.** Employees who are required to wear special clothing as designated in City Safety or OSHA regulations.



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2. Employees whose positions have not been designated by the department as requiring a uniform.

III. DEFINITIONS

- A. **Eligible Personnel** - Employees whose duties require protective clothing or contact with the public including commissioned personnel in the Police and Fire Departments. Field and shop uniforms are worn in the following departments:

City Court	Parks and Recreation
Environmental Services	Police
Fire	Procurement
General Services	Transportation
Housing and Community Services	Water

- B. **Uniform Set** – Includes one shirt and one pair of trousers and any cap, T-shirt, jacket, protective clothing or coverall required by the employee position.

IV. UNIFORM SPECIFICATIONS

- A. **Regulation Field and Shop Uniforms** - Shall be determined by each department. Department directors are responsible for obtaining Budget approval for their uniform requirements. Department directors shall select the type and quantity of uniforms needed, including any special uniform request.
- B. **Placement of City Insignia** - The City emblem shall be centered on the left sleeve immediately below the shoulder seam, or directly above the left shirt pocket, or both. Departmental emblems may be provided at the option of departments and shall be worn centered on the right sleeve of the shirt immediately below the shoulder seam or centered on or above the front pocket. Departments shall ensure that the vendor, not employees or departments, attach the emblems.

V. UNIFORM ISSUE AND ALLOWANCE

A. General

1. When an employee is transferred to a position requiring a uniform, or promoted to a position that requires a different uniform than has been issued to the employee, that employee may receive a new issue of uniforms appropriate to the new position.
2. All uniforms to be replaced shall be sufficiently worn to warrant replacement. Employees may keep any worn uniform items that are replaced; however, all City insignia must be removed before wearing for personal use.



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3. If an employee's uniform is destroyed under unusual job-related circumstances, a replacement will be issued as soon as possible. Except for unusual job-related circumstances, no employee shall be issued more than the number of uniform sets specified in this directive during any 12-month period. However, at their own expense, employees may replace uniform items beyond the limitations established in this directive.
4. Labor Agreements establish members' uniform maintenance allowance and payment schedule. Non-represented employees receive a uniform allowance as determined by the department.
5. Uniform replacements need not be issued in "sets". An employee may select any combination of uniform items that does not exceed the cost of the replacement set(s) to which the employee is entitled.

B. Permanent Full-Time Employees

1. **Initial Issue** - Permanent full-time employees are issued uniforms according to department policy or Labor Agreement.
2. **Annual Replacement Issue** - Permanent full-time employees, employed the full issue year, are issued replacements as needed.
3. **Annual Replacement Issue - New Employees** - For new employees not employed for their ordering group's full issue year, the employee's department **shall** prorate the replacement allowance, based on the number of months worked by the employee.

C. Permanent Part-Time Employees

At the time of employment with the City, permanent part-time employees shall be issued two (2) uniform sets and annually thereafter, no more than one (1) replacement set.

D. Temporary, Hourly (including seasonal and intermittent), Contract, and Provisional Employees

1. Temporary, hourly (including seasonal and intermittent), contract, and provisional employees may receive uniforms at the discretion of their departments.
2. These employees may be issued new or used uniforms, at the department's discretion. However, no more than two (2) new uniforms may be issued. If the



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employee needs only trousers or only shirts (i.e., not a uniform set), no more than two of these items may be issued.

VI. UNIFORM ORDERING

Departments will follow uniform ordering requirements and procedures as established by the Department of Procurement.

City contracts will determine the "order month" for each department.

Ordering instructions are maintained by the Department of Procurement.

VII. UNIFORM DISPOSITION UPON TERMINATION OF EMPLOYMENT

A. Permanent Employees

At separation from the City, permanent employees may, at the discretion of their department, be required to turn in their last issue of uniforms. All employees not required to turn in uniforms shall remove all City insignia before wearing for personal use.

B. Temporary, Hourly, Contract, and Provisional Employees

At termination of employment, temporary, hourly, contract, and provisional employees shall turn in all City uniforms (laundered) to their department.

Appendices None

References None

Review Responsibility and Frequency The Director of Human Resources will review and revise this directive as needed. Last review date: 5/1/2000.

Authorized



City Manager

11/12/15

Date