|  |  |
| --- | --- |
|  |  **PERSON COUNTY GOVERNMENT** **STANDARD PROCEDURE** |
| SUBJECT: **Uniform Policy** | Effective Date: May 1, 2021 |
| Prepared by: Human Resources & Finance | Revised: April 30, 2021 |
| Approved by: | # of Pages: 1 |

**PURPOSE:** To establish guidelines for providing clothing and boots that make up uniforms for County employees who are required to wear uniforms.

**POLICY:** Due to the nature of certain work performed by employees, uniforms may be required. The uniforms are necessary to meet safety requirements and/or because of normal rigorous work activities that would damage personal clothing. The type of uniform will be determined by the Department Head. Some apparel will be purchased by the County through approved vendors. Other apparel may be purchased by the employee who will submit eligible expenses to the Finance Department in order to be reimbursed.

**Clothing**

The type of apparel worn by employees to complete a uniform shall be determined by the Department Head. Employees that are responsible for purchasing apparel in accordance with the department’s uniform requirement must provide a receipt showing purchase within the applicable fiscal year(s).

Employees whose jobs do not require rigorous activity are not eligible for a uniform/clothing allowance.

**Shoes/Boots**

Some employees are required to wear a specific type of footwear for safety compliance regulations due to the nature of the work they perform. Any employee who is required wear a certain type of footwear as part of their uniform is subject to the regulations contained herein.

1. The County will reimburse full-time employees up to $175 per fiscal year for the purchase of required steel-toe footwear. If an employee purchases footwear that exceeds $175, the employee will be responsible for the portion that exceeds the allowable amount.
2. The County will reimburse part-time employees up to $175 every other fiscal year for the purchase of required steel-toe footwear. If an employee purchases footwear that exceeds $175, the employee will be responsible for the portion that exceeds the allowable amount.
3. The County will reimburse full-time employees up to $110 per fiscal year for the purchase of required footwear (non-steel-toe). If an employee purchases footwear that exceeds $110, the employee will be responsible for the portion that exceeds the allowable amount.
4. The County will reimburse part-time employees up to $110 every other fiscal year for the purchase of required footwear (non-steel-toe). If an employee purchases footwear that exceeds $110, the employee will be responsible for the portion that exceeds the allowable amount.
5. In order to receive reimbursement for eligible footwear expenses, the employee must provide a receipt showing purchase within the applicable fiscal year(s).
6. Supervisors/Department Heads are responsible for ensuring that requests for reimbursements are submitted in a timely manner and that part-time reimbursement requests are submitted every other year.