

## UNIFORMS

### Purpose:

The purpose of this policy is to set forth the City's policy regarding the provision of uniforms and necessary equipment for City employees employed in certain job classifications in Public Works and Safety Service Positions.

### Policy:

The City of Loveland recognizes that there is a benefit to the City and its residents to having employees in Public Works and Safety Services positions neatly attired in easily identifiable uniforms. Employees in such positions also benefit from being provided with appropriate, comfortable attire. It is therefore the policy of the City of Loveland to furnish uniforms, at its expense, to City employees who work in certain job classifications in Public Works and Safety Service Positions.

### Coverage:

This policy applies to employees in certain job classes in Public Works and Safety Service Positions.

### Guidelines:

- A. All uniforms and other equipment issued by the City to employees shall at all times remain the property of the City and must be returned if for any reason the employee leaves the City's employment. The employee's final paycheck will be held by the City until all City property has been returned.
- B. All requests for uniforms must be made in writing to the employee's Department Head. Receipts for all items purchased must be retained for payment and recordkeeping purposes.
- C. Used, worn or obsolete equipment, uniforms and weapons replaced by new issue must be returned to the City for disposal.
- D. Police officers will receive uniform components at the City's expense.
- E. The City will provide summer and winter uniforms for Public Works employees, including a \$125 annual shoe allowance.
- F. Uniformed employees must wear neat and clean uniforms at all times.

Approved: \_\_\_\_\_  
City Manager

Effective Date: \_\_\_\_\_  
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