



City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

  
Human Resources Director  
  
City Manager

Number: V-17 Effective Date: 12/14

**SUBJECT:**     **WORK UNIFORMS FOR EMPLOYEES  
(OTHER THAN PUBLIC SAFETY)**

**PURPOSE:**

To define the responsibilities of management and employees concerning the issuance and usage of work uniforms for employees (other than public safety).

**POLICY:**

For designated field and shop categories of work and/or employees, the City shall:

1. Provide work uniforms (up to a maximum of 12 per employee) as protective clothing for those jobs where the work performed is such that apparel normally worn in that work would be subject to excessive wear or damage.
2. Require the wearing of work uniforms as identification clothing for those jobs where the work performed:
  - a. Involves high public contact;
  - b. Keeps the employee in constant public view; or
  - c. Necessitates quick and easy identification as a City employee.
3. Require the wearing of certain fabrics, specially colored shirts and/or other apparel for those jobs in work situations where employee safety is a factor.
4. Require that employees sign the Uniform Policy Acknowledgment Form in Appendix A of this policy.
5. Ensure employees properly care for uniforms to maintain a good, clean public appearance and that uniforms are not abused or misused.

Exemption from Wearing Uniforms - Where the kind of cloth, dyes used and/or cleaning preparations used result in a medical condition, the wearing of required work uniforms may be waived or alternative clothing may be provided. The affected employee shall be required to present a statement from a licensed physician attesting to the medical condition.

Replacement Uniforms – Employees must return damaged uniforms to their immediate supervisor prior to the issuance of a replacement uniform. Supervisors must ensure that replacement

uniforms are not issued until damaged items are returned.

Returning Uniforms upon Separation or Transfer – Employees must return all uniform items upon separation or transfer to an ineligible position, and supervisors must ensure that this occurs prior to the time of said separation or transfer.

Failure of an employee or supervisor to comply with these requirements shall be grounds for disciplinary action.