



Policy	Uniform		
Date: July 23, 1997	Revision Date: June 21, 2016	Approved by: Human Resources	

I. PURPOSE AND SCOPE

The purpose of this policy is to establish uniform guidelines for Eastern Municipal Water District employees in order to maintain consistency throughout all departments in regards to dress, as well as to clearly and professionally identify employees to the public and fellow employees.

II. POLICY STATEMENTS

All employees (regular and probationary) who are provided with a uniform are required to wear the uniform, which has been designated for those departments during duty hours.

All District employees who work in the field and have public contact must at all times wear the assigned uniform which has Eastern Municipal Water District’s logo and their name (where applicable) in plain sight with their District provided employee badge.

All designated District employees are **required** to wear the uniform that is provided as per the District’s Administrative Code and current Memorandum of Understanding (Uniforms and Grooming). Uniforms generally will consist of a shirt, pants, shorts, jackets and lab coats. The supervisor of each department will be required to enforce this policy if an employee fails to wear a proper uniform on a regular work day.

III. EXPLANATION OF AUTHORIZED UNIFORMS

A. Uniform Pants

All pants and shorts will be one color, dark navy blue, for all departments - with no exceptions. All uniform pants and shorts will be solely provided by the District’s designated uniform supplier. All uniform pants and shorts will be of the industrial type in either poly/cotton, cotton, or jeans when authorized. Shorts may be worn (by authorized departments ONLY) and must match the poly/cotton or cotton uniform pants. No jeans type shorts are permitted. Employees who desire to wear shorts must have permission from their Department Director and the Director of Safety, Risk and Emergency Management. Shorts will not be provided to those employees in positions where short apparel would be hazardous to the employee’s health and/or safety.

B. Uniform Shirts

All standard uniform shirts will be provided by the District’s uniform supplier and must have the District logo and the employees name on the front of the shirt. District

EASTERN MUNICIPAL WATER DISTRICT
UNIFORM POLICY

provided polo or t-shirts issued to eligible employees may be offered for wear without the employee name.

IV. LAUNDERING SERVICE

Any staff with the potential for exposure to pathogens, as determined by the department head or required by regulations must have uniforms laundered by the District's provided uniform laundering service.

Employees wearing District provided uniforms who work in the following areas are required to use the District provided uniform laundering service:

- Maintenance/Collections
- Maintenance/Lift Stations
- Laboratory
- Source Control
- Regional Water Reclamation
- Flame-retardant uniforms
- Any other specialized uniform

Employees wearing District provided uniforms who work in the following areas may choose whether or not to utilize the District provided uniform laundering service:

- Fleet services
- Mechanical Services
- Field Services (Construction)

All other employees are responsible for laundering their assigned uniforms and for ensuring a professional appearance to the public and fellow employees. The District's uniform service will provide all necessary repairs and replacements for employees laundering their issued uniforms.

Any functional work group that is exempt from laundering services may request with justification to opt back in to the laundry service at the next election period. Such requests will be evaluated on the basis employee safety and cost effectiveness and may be authorized by the work group's Assistant General Manager.

V. POLO SHIRTS, T-SHIRTS AND OTHER ITEMS

- A. Employees required to wear uniforms, with the exception of those noted in Section III a, may select a quantity of eleven (11) District provided t-shirts or polos
- B. Employees provided flame retardant items may opt to select t-shirts or polos with the understanding that they are to wear the appropriate flame retardant apparel when the work being performed requires the use of such apparel.

EASTERN MUNICIPAL WATER DISTRICT
UNIFORM POLICY

- C. T-shirts or polos will be furnished by the District and are to be submitted to the District's Warehouse for exchange when damaged, worn, or in such condition as to not provide a clean and professional appearance. Employees receiving such shirts are encouraged, but not required, to return any anticipated, unused, standard uniform shirts to the District's Warehouse.
- D. In departments where the employee is not required to wear a uniform, the use of polo shirts which have been provided by the District during employee events, provided to employees performing public functions or contact, or purchased directly from the District may be worn with Department Director approval (e.g. Public and Governmental Affairs, Conservation, and Executive).
- E. All polo shirts and t-shirts must be provided by or purchased through the District in order to insure brand consistency and professionalism. All such garments shall be laundered by the employee and will remain clean, un-faded, and in good condition (i.e., no stains, holes, tears, etc.).

VI. OTHER ITEMS

A. Lab Jackets

All lab jackets will be provided by the District uniform supplier and must have the District logo and the employee's name on the front of the jacket. Lab jackets will be available to all lab personnel upon the Department Manager's approval. All lab jackets will be white in color.

B. Coveralls

When applicable to the job, and upon Department Manager's approval, coveralls and disposable coveralls are acceptable and are available by ordering through the Purchasing Division.

C. Headgear

All District employees who work in the field will be furnished with District provided protective headgear. Where protective headgear is not required, employees are eligible to receive headwear (available in the warehouse). Any headwear worn by employees that is not supplied by the District shall be plain and free of any labels, emblems, logos, patches, and markings.

D. Cold Weather Clothing

All employees who work in the field will be provided with a work jacket as part of the uniform. No other emblems or logos are to be added to this garment at any time unless issued by the District. Jackets are to be replaced when it is determined by a manager of the department that it is in a worn condition or not presentable to the public. A replacement jacket is to be the same style as the one being replaced. To receive a replacement jacket, the old jacket must be turned in to the District Uniform Representative. Lost jacket replacement will be at the employee's expense. With the

EASTERN MUNICIPAL WATER DISTRICT
UNIFORM POLICY

exception of those required to utilize the District provided laundry service, if an employee chooses to wear his/her own jacket, sweatshirt, vest, or other appropriate cold weather clothing, this clothing shall be free of any emblems or logos. If requested, the District will provide the District logo patches and name patches for an employee to affix to their cold weather clothing.

E. Safety Shoes

All employees who work the specific classifications and departments as identified in I.D. Memo No. 5572.8, dated July 18, 1997, must wear protective footwear.

VII. EXCUSED SITUATIONS

Employees excused by a physician with proper medical causes may be excused from wearing the District uniform which has been assigned to him/her. The manager shall insure that the employee is not assigned a task that requires a uniform or shall provide an acceptable alternative suitable for the work environment.

AUTHORIZED SIGNATURE ON FILE