**City of Newton Uniform Policy**

This section outlines the guidelines for the rental, value lease, and/or purchase of uniforms, safety boots and safety glasses for certain City employees.

Certain City employees are exposed to working conditions that routinely place the employee in situations which may damage his/her personal clothing beyond the usual wear and tear. Others may need to present to the public a neat and uniform appearance as City employees. In these situations, and where minor occupational hazards are present, it is the intent of the City to provide suitable clothing to its employees in a consistent and fair manner. The employee is responsible for laundering such clothing.

Garments will be provided for employees identified by the department head whose job descriptions place them in situations that may damage their personal clothing, requires protection from minor occupational hazards, and/or requires identification as a City employee. **Exempted from this policy are all clerical, administrative, and recreation program staff**. Rain gear and safety items are not included in this section.

**21.1. Uniforms- Procedure**

1. Department heads will determine uniform requirements for each position within their departments. Sufficient funds shall be requested within the annual budget to provide rental uniforms for all employees. This will include requests for any new position(s).
2. Any employee who is provided uniforms by the City will be required to wear uniforms during working hours, except in special circumstances approved by the employee's department head. Employees who are called back or required to work beyond the normal workday should make every effort to wear a City uniform.
3. New employees, will receive uniform four weeks after hire date.
4. The Purchasing Division of the Finance Department (Purchasing) will develop and maintain the uniform rental contract and coordinate the purchase of other clothing items to take advantage of quantity discounts and to ensure uniformity of appearance and quality.
5. The Value Lease uniform contract will provide for the following:
   1. City of Newton emblem or logo over left breast pocket.
   2. Employee first name over right breast pocket.
   3. Eleven (11) changes of trousers and shirts. Shirts may be all long sleeve, all short sleeves, or a combination of long and short sleeve.
6. Uniform colors shall be (*for Electric Department and any one working around electricity Standards and colors see 21.2*):

Superintendent Trousers and Shirts – Defined by Department Head

Supervisor: Trousers and Shirts – Defined by Department Head

Employee: Trousers and Shirts – Defined by Department Head

1. The purchase of outer wear and/or jackets for certain employees exposed to cold for extended periods of time must be approved by the department head, and funds must be available in the annual budget for their purchase. These garments, regardless of condition, will be returned upon the termination of the employee.
2. Tee shirts may be worn by City employees. Tee shirts will be safety orange or yellow in color and will have "City of Newton" screen-printed over the left breast pocket of the shirt.
3. Hats may be worn by employees with the approval of the department head, provided they display no obscene or objectionable material or wording. City of Newton winter or summer hats are available for issue at the City warehouse. City-issued hats that become worn or dirty will be replaced on an "as-needed" basis on a hat-for-hat exchange.
4. Purchase and/or rental of any garment not approved by the department head, and/or not funded in the budget process will not be allowed.
5. **The wearing of City issued clothing items by non-City employees is not authorized unless it is a promotional gift item.**
6. **The wearing of City issued uniforms for anything other than official City business is forbidden.**

**21.2. Uniforms - Electric Division**

The City of Newton will provide to employees of the Electric Division thirteen (13) changes of uniforms. Any one working around electricity (2) two additional changes of uniforms. For safety reasons these uniforms shall be flame resistant and arc rated materials that meet ASTM F1506 in accordance to NFPA 70E with a minimum of ATPV 8. Also, all under garments shall be 100 percent cotton or as stated earlier of the same material. Additional garments shall be required with a higher ATPV value based on the arc analysis study based on location of equipment worked on. In addition, a winter weight coat and bib overalls made with the same fire-retardant material will be issued to each Electric Division employee.

The uniform colors shall be:

Superintendent: Trousers and Shirts – Defined by Department Head

Supervisor: Trousers and Shirts – Defined by Department Head

Employee: Trousers and Shirts – Defined by Department Head

*Note: Electric division and any one working around electricity: No steel toe boots or metal jewelry (including piercings) shall be worn while working on energized equipment.*

**21.3 Safety Boots**

The City of Newton will provide, as outlined below, safety boots to each regular full­time, employee that is required to work in any condition that may create a safety concern for the employee. Safety boots are defined as steel toe boots or, in lieu of a steel toe and due to safety reasons, such as conductivity of electricity, composite boot. For an employee that is unable, for medical reasons, to wear steel toe boots, the department head and the human resource director will make reasonable accommodations for substitutions. All safety boots worn by City of Newton employees will meet or exceed ANSI Z41; ASTM F-2413 code requirements for the following:

Impact and Compression upon the toe cap of the boot.

Electrical Hazard to reduce the potential for electric shock. (Electric division and any one working around electricity)

This will include, but is not limited to, all employees employed by Public Works and Utilities and Parks and Recreation Maintenance.

New employees:

Upon completion of three (3) month period, employees will be reimbursed by the City for the full cost of their first pair of boots not to exceed $400. The employee will follow Option 1 or Option 2 under the Procedure Section below for purchase and reimbursements.

Existing Employees:

1. Water Sewer Maintenance Employees, Fleet Maintenance Employees, Sanitation Employees, Utility Locator, and Waste Water Treatment Plant Operators will be allowed the purchase of two (2) pairs of safety boots a fiscal year with reimbursement of up to one-half (l/2) the total cost for a reimbursement not to exceed $200 per pair. Purchases will be made during the months of September and March, unless their initial pair was purchased within the previous sixty (60) days.
2. All other Public Works & Utilities Department employees not listed above and that are required to wear safety boots will be allowed to purchase one (1) pair of safety boots a fiscal year with reimbursement of up to one-half (l/2) the total cost for a reimbursement not to exceed $200 per pair. Purchases will be made during the months of September or March, unless their initial pair was purchased within the previous sixty (60) days.
3. Recreation Department employees that are required to wear safety boots will be allowed to purchase one (1) pair of safety boots a fiscal year with reimbursement of up to one-half (l/2) the total cost for a reimbursement not to exceed $200 per fiscal year, unless their initial pair was purchased within the previous sixty (60) days.

Procedure: The following procedure will be followed by existing City of Newton employees to purchase safety boots.

* Option 1 - Employees may purchase safety boots at the boot store of their choice.

1. Employees must obtain supervisor approval prior to purchase of safety boots.
2. After making their purchase, employees should keep the store receipt and take to the employee's immediate supervisor for approval, coding, and check request made payable to employee.
3. Supervisor should instruct employee to proceed to the Finance Department collections window to pay the employee’s portion of the vendor’s invoice within ten (10) business days.
4. Employees must provide proof that the safety boots purchased meet ANSI Z41; ASTM F-2413 code as required.
5. Failure to pay the employee's portion within ten (10) working days of receipt of the safety boots may result in disciplinary action as described in the City's Personnel Policies Manual.
6. Employee must provide proof that the safety boots purchased meet ANSI Z41; ASTM F-2413 code as required.

* Option 2 – Existing employees may obtain, from purchasing, a certificate to take to an approved local vendor to purchase safety boots. (Exhibit P)

1. After selecting the safety boots, the employee should present the certificate to the vendor and ask that the boots be billed to the City of Newton.
2. The employee should return all paperwork received from the vendor to his/her immediate supervisor. The supervisor should code the paperwork and forward to Accounts Payable for payment.
3. The employee should proceed to the Finance Department collections window to pay his/her portion of the invoice within five (5) business days.
4. Failure to pay the employee portion of the invoice within five (5) working days of the receipt of the safety boots may result in disciplinary action as described in the City's Personnel Policies Manual.
5. Employee must provide proof that the safety boots purchased meet ANSI Z41; ASTM F-2413 code as required above.

**21.4. Safety Glasses**

The City of Newton will provide to City employees, as required, safety glasses to prevent foreign objects from entering the eyes. Any employee, as determined by the employee's department head, will be provided prescription safety glasses at no cost to the employee. Employees will be provided one (1) pair of safety glasses every two (2) fiscal years. Should the employee experience a significant change in his/her eyesight, as evidenced by an eye examination, the City will pay the cost of the required new prescription safety glasses. Should the employee encounter damage to the safety glasses due to a work-related incident, the City will pay for repair or replacement at no cost to the employee provided the employee's negligence did not cause the damage.

* The following features will be paid for by the City:

1. One set of approved frames per State of North Carolina contract
2. One set of prescription lens to include:
   * + - Single vision lenses
       - Bifocal vision lenses (does not include progressive lenses)
     + The employee will pay for all other requested features.

All safety glass lenses will be manufactured of a material sufficient to prevent shattering. Side safety shields shall be permanently mounted to the frames and will not be removed by the employee.

Procedure: All employees will follow the procedure below to obtain safety glasses.

1. An employee will obtain a Safety Glasses Authorization from his/her immediate supervisor (Exhibit R). This authorization must be approved by the department head. This will be a one-time authorization and the completed form will remain on file in the Purchasing Office.
2. The employee will take the authorization to Purchasing and exchange the authorization for a Nash Optical/NC Corrections Enterprise purchase form.
3. This form should be taken to the eye professional of the employee's choice. The cost of the eye exam will be the responsibility of the employee. The City of Newton will pay the cost of the fitting fee at Newton Vision Center.

*Note: Newton Vision Center offers a discount to City employees for eye exams. The City of Newton does not endorse or recommend any eye care professional to City employees.*

1. The eye care professional should complete the Nash Optical/NC Corrections Enterprise purchase form. The employee should return the completed form to the employee's immediate supervisor.
2. The supervisor should enter a purchasing requisition into the City's purchasing system and forward the Nash Optical/NC Corrections Enterprise purchase form to Purchasing.
3. Purchasing will secure pricing and create a purchase order which, along with the Nash Optical/ NC Corrections Enterprise form, will be forwarded to Nash Optical/ NC Corrections Enterprise.
4. If the employee has requested additional features for his/her safety glasses Purchasing will prepare a memo to the employee indicating the amount to be paid. The employee should go to the Finance Department collections window and make payment on the employee portion of the vendor’s invoice within five (5) business days.
5. All safety glasses will be shipped to the eye care physician’s office. The eye care physician’s office will notify the employee for pickup of his/her safety glasses. Employees who owe for extra features should proceed to the Finance Department collections window to pay the employee's portion of the vendor's invoice within five (5) business days. Failure to pay the employee's portion within five (5) working days of receipt of the safety glasses may result in disciplinary action as described in the City's Personnel Policies Manual.

**21.5. Authorization**

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sean Hovis, City Manager Date

**Exhibit P**

Certificate to Purchase Safety Boots

The following City of Newton employee is authorized to purchase one (1) pair of safety boots that meets the ANSI Z41; ASTM F-2413 code. Employees of the Electric Department and employees who work around electricity must have a safety toe that is manufactured on a non-conductive material that meets the ANSI I/75 code. Boots without steel toe or composite toe protection for medical reasons the department head and the human resource director will make reasonable accommodations for substitutions.

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Employee Name (Printed)

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Department/Division

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Account Number

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Superintendent/Supervisor

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Department Head Signature Date

Additional notes as needed:

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**Vendor, please invoice to:**

**City of Newton**

**Accounts Payable**

**PO Box 550**

**Newton, NC 28658**

For clarification or questions concerning this purchase, please call

828-695-4328 or 828-695-4327.

**Exhibit R**

Safety Glasses Authorization

The following employee is authorized to purchase one (1) pair of safety glasses as prescribed for eyewear safety.

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Employee Name (Printed)

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Employee Signature Date

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Department Head Signature Date

**Date City Cost to Purchase Employee Receipt of Glasses**

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