

ARTICLE 28 WORK CLOTHING

A. Uniform Allowance:

1. Effective upon the signing of this contract, and as indicated in department specific articles within this agreement, in each year of this contract eligible employees covered by this Agreement who are required by the County to wear special clothing and/or uniforms shall receive an annual clothing maintenance allowance. The clothing allowance will be combined with the boot allowance for a total of \$475 for 2023 and 20224, and a total of \$500 in 2025 and 2026 and thereafter, which shall be afforded to titles as listed in Exhibit D Work Clothing. This combined allowance may be used for annual purchase of any combination of eligible apparel or boots up to the maximum allowance. Eligible employees shall be defined as those titles presently listed in Appendix E. The method for providing this allowance shall be as outlined below.
2. The County and Union agree to cooperate on establishing a different system for ordering work clothing, including online purchasing or purchase by purchase order. A new system will not diminish the amount of benefit to the employees covered by this collective bargaining agreement.

- B. Property Damage: for employees assigned to the Environmental Section of the Health Department reimbursement shall be made for articles damaged or destroyed as a result of the performance of their unique job responsibilities. Such reimbursement not to exceed one hundred dollars (\$100) per calendar year. For employees of the Buildings and Grounds department only who are assigned to work in the correctional facilities, reimbursement shall be made for articles damaged or destroyed by inmate or detainee contact. Such reimbursement shall not exceed \$100 per altercation. Additional titles covered by the provisions of this article shall include Park Rangers in Resource Conservation. Employees shall submit verification of damaged property within a reasonable period of time to the Department Head for approval within the procedures as set forth by the County. Any incidents necessitating clothing replacement as described above shall be documented by the responsible department where the incident occurred.

C. General Principles:

1. This article on uniforms shall apply to all employees represented by CWA for whom the County supplies uniforms, garments or work clothing (hereafter collectively "clothing"). Subject to the areas that are negotiable between the County and the union, the County reserves its right to determine the quantities, qualities, styles, colors, uses, features, etc., of any and all clothing supplied by the County to the workforce. However, in the event the County decides to materially change the type of required clothing, the County shall meet with the union 30 days prior to the effective date of change to address the potential impact

of such change.

For employees whose clothing is furnished by way of non-sustaining revenues (such as grant or trust fund programs), such clothing will only be provided to the extent such non-sustaining revenue funds are available or as permitted under the terms of the grant or trust. However, if such funds are unavailable, the County agrees to reopen negotiations with the union.

D. Work Attire and Returns:

1. For all employees required to wear clothing by the County, such employees must wear the clothing during all working hours unless excused by the department head or his/her designee, or on account of a valid medical excuse of limited duration. Aside from coming and going to work, clothing furnished by the County should not be worn other than during normal working hours (or approved overtime). [For a medical excuse to be valid, an employee must submit a signed report from a physician explaining the medical condition underlying the request and the anticipated duration of the medical condition. Requests may be granted if the essential functions of the employee's position can be accomplished without the uniform and/or mandatory PPE/ safety equipment is not needed for the period of the request.]

Any garments that bear a County logo or that have a County emblem or other County identification affixed must be returned to the County at the time new clothing is furnished to the employee (or the current clothing is worn out). In the case of an employee whose employment is terminated for any reason, all such clothing must be returned to the County prior to receiving the last paycheck. For persons employed in the "Security" category below, all issued clothing must be returned upon cessation of employment. The employee's last paycheck shall be withheld for a period of up to 30 days until the clothing is returned. Thereafter, the matter will be referred to the Legal Department.

E. Provision of Clothing:

1. Each year, the County's Purchasing Division shall make arrangements for the purchase of acceptable clothing for departments heads who, shall in turn, designate clothing articles for eligible employees to select by way of an Order Form. Employees eligible to receive a clothing allowance shall select articles of clothing up to the amount of their approved clothing allowance, subject to final approval by the department head. Employees may choose to set aside a portion of their approved clothing allowance for reimbursement of dry-cleaning expenses. Receipts for such expenses shall be submitted to the department head or designee on May 15th and November 15th of each year of the agreement.

For employees eligible to receive a clothing maintenance allowance, said allowance shall be utilized to purchase articles of clothing on or around May 1st (for Fall/Winter clothing) and November 1st (for Spring/Summer clothing) of each year of this agreement and shall be pro-rated

based upon the amount of time the employee worked the preceding year. Paid sick, vacation and personal time shall be considered time worked as well as all unpaid time totaling 12 days or less in a calendar year. All periods of service interrupted for more than 12 total days due to W days, unpaid leaves of absence and suspensions, shall not be counted as time worked.

New employees shall receive clothing and boot allowances within forty-five (45) days of hire.

F. Categories of Clothing:

For the purposes of this Article, there shall be three categories of employees for whom clothing shall be furnished. The categories are Security, Medium Blue Collar, and Light Blue or White Collar. A fourth category for Heavy Blue Collar shall be limited to employees assigned to specific jobs whereby rental clothing is more feasible than take-home clothing. Employees holding supervisory titles may be required to wear, in management's discretion, clothing that identifies their status as supervisors.

For new titles created during the course of the contract for which the County desires to supply uniforms, the County and the union shall meet to discuss the appropriate category to which to assign the titles.

Personal Protective Equipment as required by OSHA or PEOSH shall continue to be supplied in accordance with County policy as recommended by County Risk Management and approved by the County Administrator or the Director of Human Resources.

1. Security:

Employees whose primary duties are to enforce County rules and regulations and who are required to complete, traditional style uniforms that connote a position of authority shall be supplied with clothing as outlined in Appendix E.

Employees shall be supplied with an initial issue of clothing at the time they are hired as specified by department policy or as outlined elsewhere in the union contract. In subsequent years, employees shall be furnished with a uniform allowance as negotiated between the parties and to be used in accordance with the guidelines above.

Note: This article shall supplement, but not alter existing departmental uniform policies for employees in the affected titles.

Medium Blue Collar:

Titles in this category are those where employees' uniforms are likely to get dirtied by

exposure to outdoor working conditions, or indoor working conditions where physical labor is required. Title Series assigned to this category are as listed in Appendix E. Titles that may meet all or a portion of the intent of this category may be found in specific departmental articles.

At or around the time of hire, new employees shall be supplied with five (5) shirts (short sleeve for Spring/Summer or long sleeve for Fall/ Winter) as furnished by their department. After the employee has completed the probationary period (or after the first 90 days of employment for provisional employees) an initial issue of clothing shall be furnished to new employees which shall encompass the following garments:

- Five (5) shirts (for the season not furnished at the time of hire)
- Two (2) standard sweatshirts
- Five (5) pairs of work pants or jeans
- One (1) winter coat

[Note: for employees in the Medium Blue Collar category who do not perform outdoor work, a winter coat shall not be supplied.]

Employees who receive an initial issue in any given year will not be eligible for a clothing allowance until the following calendar year. In subsequent years, employees shall be furnished with a uniform allowance as negotiated between the parties and to be used in accordance with the guidelines above.

Light Blue/ White Collar:

Titles in this category are employees who directly interface with members of the public outside of traditional County office environments, or who serve in safety-sensitive positions where uniformity of clothing is necessary for departmental identification. This category may include those performing field work or who represent the County at public functions, conferences, events, fairs, etc.

Upon recommendation by a department head and upon approval of the County Administrator or Director of Human Resources and subject to the availability of funds, employees shall be supplied with clothing to be worn only for the purposes for which the clothing is issued. Examples of such clothing that may be furnished by the County include the following examples:

- Polo shirts or sweaters for events staff at Parks Division or Cultural Affairs and Tourism sponsored events, and Library employees doing outreach;

- Clerical Staff in the Sheriff's Department who serve on the Sheriff's Child Safety Team;
- Work shirts for employees of the IT Department who are assigned to the Communications section;

The County shall provide clothing subject to availability of funds and shall replace such clothing on an as-needed basis.

Other than employees in the public safety telecommunicator title series, employees in the Light Blue/ White Collar category shall not be entitled to an annual uniform allowance.

ARTICLE 29 WORK CLOTHING – SPECIFIC DEPTS

A. Clerk of the Board:

Employees in the Security Guard title series who are new hires shall receive an initial issue of 1 winter, 1 fall/spring and 1 rain coat, plus 5 long sleeve shirts, 5 short sleeve shirts, 5 pairs of pants, 1 pair of standard issue shoes and 1 baseball cap. Eligible employees shall receive an annual clothing allowance as outlined in Article 28 (Work Clothing) of this agreement.

B. Engineering:

1. The County shall furnish initial issue as outlined in Article 28 (Work Clothing), for employees in the traffic maintenance worker, laborer, sign maker and land surveyor title series, engineering aides assigned to field work, Drafting Technician, Public Works Inspector, Senior Engineers (who perform field work), Assistant Engineer (who perform field work), Senior Inspector. Thereafter, eligible employees shall receive an annual clothing and boot allowance as outlined in Article 28 (Work Clothing) and Exhibit D. Work Clothing of this agreement.
2. The County shall furnish employees in the Engineering Aide (primarily assigned to office work), Traffic Safety Coordinator, Public Works Inspector and Engineer (all variants) title series with one coat every four years.

C. Weights & Measures:

1. The County shall furnish initial issue as outlined in Article 28 (Work Clothing), for employees in the titles of Assistant W&M Superintendent and W&M Apprentice for all new hires. Eligible employees shall receive an annual clothing allowance as outlined in Article 28 (Work Clothing) of this agreement.