



Agenda Memo

Crest Hill, IL

Meeting Date: April 10, 2023
Submitter: Ronald J Wiedeman
Department: Engineering
Agenda Item: City Apparel Purchases and Future Policy -Non-union and Union Employees

Summary: To help the city control costs and provide a consistent policy for employees, staff would like to have a discussion on the purchasing of apparel that represents the city and the city cost share to these purchases. This discussion and policy on apparel purchases applies to only non-union and union employees (**excluding union employees in public works water and sewer that have uniforms supplied by Aramark or police officers**).

For the most part employees that are defined above who work in city hall and department heads are not wearing clothing that has the Crest Hill logo on it. It is our understanding that employees are not required to wear clothing that requires the Crest Hill logo on it.

If the statement above is true, the city is not requiring uniforms for staff. Then the agreement between the city and the union employees (not excluded above) are not required to wear a uniform. So per the current agreement with the union the city would not be required to provide apparel with the city logo on at no expense to the employee.

Therefore, if council does not require staff to wear clothing with the city logo on it then a policy will need to be put into place for the purchasing of apparel with the city logo so that costs can be controlled and to provide a consistent policy for current and future employees who want to show their support for the city.

Staff has reached out to a local company that can provide a variety of work apparel at a reasonable cost. The company is Ken Woody's Sports and More located in Joliet and the website where the type of apparel available is www.ssactivewear.com. This company can provide the apparel at the cost shown on the website and will also include the Crest Hill logo on each item for no additional fee.

Some suggestions to discuss for current employees are as follows:

- In order to promote the new city logo approve each non-union or union employee to purchase 1 shirt and 1 pullover for a maximum amount of \$120 from the website above or another website approved by their supervisor at 100% city cost. (+/- 30 employees)
- Provide select shirts and pullovers from the website that staff can pick from and then allow them to pick 1 shirt and 1 pullover from this selection at 100% city cost.

Please Note:

1. At an earlier work session, the purchase of apparel was discussed in order to provide council and non-union staff with 1 new shirt and 1 new pullover jacket which would include the city's new logo on them.
2. The engineering department is willing to coordinate this initial purchase with the vender and the finance department.

Policy for Future or New Hires Apparel Purchase.

The next topic for discussion is to come up with policy for apparel purchased in the future for non-union and union employees. The following are some suggestions that could be part of this policy:

1. All new hire non-union or union staff will be provided with an allowance up to \$120 for the purchase of 1 shirt and 1 pullover from the company specified by his supervisor at 100% city cost after 6 months of service.
2. Any existing non-union and union staff member can purchase additional apparel items through the city. The employee will receive a discount of \$20 maximum off of each purchase up to a maximum of \$40 for each fiscal year.

Recommended Council Action:

Are non-union and union employees (**excluding union employees in public works water and sewer that have uniforms supplied by Aramark or police officers**) required to wear clothing each day of work with a Crest Hill Logo on it?

To direct staff to how to move forward with the purchase of 1 new shirt and 1 new pullover for existing non-union staff and city council to promote the new city logo.

To direct staff on the outline of a new apparel purchasing policy for new hires and additional apparel purchase for existing non-union and union employees.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: TBD

Cost: TBD

Attachments:

None