

**City of Crest Hill**  
**Apparel Purchase Policy**  
**May 2023**

This policy 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**) and was created to help the City control its costs and provide a consistent policy for its employees regarding City branded apparel purchases. This policy will be in effect on January 1, 2024.

Any staff member looking to purchase apparel that has the City's name and logo imprinted on it can contact his/her Department Head for approval of the purchase. The Department Head will provide a website where the apparel can be ordered from.

The apparel discussed in this policy is intended to be worn at work or when an employee is representing the City at a work event. The apparel should not be worn by an employee (or by any individual who does not work for the City) unless it is for a specific City-related function.

After six (6) months of service with the City and with the approval of the employee's Department Head, all new hire non-union or union staff will be provided with an allowance up to One Hundred and Twenty Dollars (\$120) for the purchase of one (1) shirt and one (1) pullover from the company specified by his/her Department Head at 100% of the City's cost.

Any existing non-union and union staff member can purchase additional apparel items through the City with the approval of his/her Department Head. The employee will receive an annual discount of twenty dollars (\$20) off each purchase up to a maximum annual discount of forty dollars (\$40) each fiscal year.

For special events in which an employee will be representing the City. The purchase of any apparel for these special events shall not count towards the standard purchase allotment defined in this policy. Participation will need to be approved by the employee's Department Head or the City Council. The Department Head will need to include this type of purchase in his/her annual department budget.

Additional apparel like coats, sweatshirts, hats etc. can be purchased, for staff members defined in this policy who work outside in the colder months. This apparel will *not* count towards the policy stated above but will be restricted to a single purchase every five (5) years upon approval of the employee's Department Head. The Department Head must account for this type of purchase in his/her annual department budget.

Suggested Websites:

Ken Woody's Sports and More- [www.ssactivewear.com](http://www.ssactivewear.com)

JCM Uniforms- [www.jcmuniforms.com](http://www.jcmuniforms.com)