



# City of Hartford \* County of Van Buren \* State of Michigan

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**TO:** Mayor Hall and the Hartford Commission

**FROM:** Nicol Brown, City Manager *NB*

**DATE:** February 24, 2025

**RE:** **AMENDMENT TO THE CITY OF HARTFORD EMPLOYEE HANDBOOK  
ADDING “EMPLOYEE UNIFORMS”**

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**ITEM BEFORE THE COMMISSION:**

The City Commission approves the amendment to the City’s employee handbook adding the section “Employee Uniforms.”

**DISCUSSION:**

The City of Hartford’s Department of Public Works and Waste Water Treatment Plant employees have chosen not to join the union. The employees' union contract stated that the city would provide uniforms to all employees required to wear uniforms. Since we do not have employees under the union contract, I propose adding a section to the employee handbook that addresses employee uniforms. The section will read as follows:

**Employee Uniforms:**

The employer will provide uniforms to all employees required to wear in the Department of Public Works and Waste Water Treatment Plant. Each employee is responsible for maintaining the uniforms in good condition. The city will pay for major repairs or alterations to the uniforms. With assistance from the department supervisors, the city manager will decide what each department's uniform consists of.

**RECOMMENDATION:**

The City of Hartford City Commission approves the amendment to the City’s employee handbook, adding the section “Employee Uniforms.”