

MOTION AMENDING TOWN EMPLOYEE HANDBOOK § 512 PERSONAL APPEARANCE

MOTION M26-XX

MOTION AMENDING TOWN OF LANSING EMPLOYEE HANDBOOK, TO UPDATE § 512 PERSONAL APPEARANCE

Motion to approve the following amendment to § 512 of the Town of Lansing Employee Handbook, entitled “Personal Appearance” with the effective date of such amendment deemed to be January 1, 2027, with such amended § 512 to now be wholly replaced to read as follows:

512 Personal Appearance and Clothing Allowance

Policy Statement – It is the policy of the Town that each employee’s dress, grooming and personal hygiene should be appropriate to the work situation. All employees are expected to dress in accordance with the requirements of their position with a clean and neat appearance.

Uniforms – An employee may be required by the Department Head, Town Board, or as provided in a collective bargaining agreement, to wear a uniform or other Town-provided apparel that includes a Town logo for identification. Examples may include shirts, hats, jackets or similar attire issued to specific departments such as Parks & Recreation, DPW, and Codes & Planning. If such is the case, the employee must comply with all requirements and wear the Town-provided clothing throughout their workday, both in the office and in the field.

Standards – Acceptable personal appearance is an ongoing requirement of employment with the Town. Employees must maintain a personal appearance in a manner that reflects a positive image to the public. Because of the changing nature of fashion, regulations pertaining to acceptable employee attire may be somewhat flexible. There are, however, certain expected norms of professional appearance, of personal neatness, cleanliness and good grooming that are applicable to all employees. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Employees should not wear clothing with offensive or inappropriate designs or suggestive attire since this clothing does not present a businesslike appearance.

Type of Clothing - The Town will provide or reimburse work clothes for the following type of attire:

- Safety work shoes and boots appropriate for the employee’s working conditions such as steel-toed boots, rubber boots, or other weather-resistant shoes/boots.
- Carhartt-type clothing and field work clothes appropriate for the working conditions including weather resistant and foul weather clothing.
- The Town may provide employees, including seasonal or temporary employees, with apparel which includes the Town logo.

Clothing Allowance Maximums - The Town will pay a vendor directly or reimburse an employee in the positions listed and at the levels listed below:

- Not to exceed \$750.00 per calendar year - Full-time field DPW employees such as MEO's, laborers, mechanics and field supervisors, Code Enforcement Officers, and employees in the Parks & Recreation Department who are working in the field.
- Not to exceed \$500.00 per calendar year - Full-time employees who occasionally work in the field such as Planners, part-time or seasonal field employees in the DPW, Parks & Recreation and Codes & Planning Departments excluding temporary hourly summer employees such as Myers gate, lifeguards, and day camp employees.
- Not to exceed \$100.00 per calendar year – Regular full-time, intermediate, and regular part-time office-based staff in all departments will have the option of receiving an annual item (one item per year), such as a jacket or shirt. If the item chosen does not come with a Town logo as part of the pricing, the item must have a Town logo added. This additional cost of embroidery will be one of the two allowed as outlined below.
- Not to exceed \$35.00 per item – Regular employees will have an additional allowance if they would like to add an embroidered Town logo to an item of clothing they purchased personally. Limit of two items per year per employee.

Methods of Purchase and Payment Procedure

- **Direct to vendor payment** – The Town has direct pay accounts set up with several local vendors which allows employees to purchase allowable clothing without the need to pay out-of-pocket and wait for reimbursement. Purchase from a Town-approved vendor assures no sales tax is charged and the Town will pay the vendor directly through its normal monthly voucher process, which includes approval by the Town Board.

Although these vendors will invoice the Town directly, it is still the employee's responsibility to follow the guidelines for allowable clothing and to submit the original receipt with details of the purchase to the Bookkeeper.

- **Reimbursement** – Employees who purchase approved clothing items outside of direct vendors must present detailed original receipts showing the item was paid in full. The receipt must include a description of the item(s) purchased and breakdown of the costs incurred. Submission of a receipt which shows only a total amount paid will not be accepted for reimbursement. Although the employee may be charged sales tax, the Town will not reimburse any sales taxes paid. Vouchers for reimbursement must be signed by the employee and their department head before being presented for reimbursement from the Town. Reimbursement vouchers will be submitted for Town Board approval and paid monthly with the regular claims processing schedule

Regardless of the method of purchase, the Town will not reimburse or directly pay for items of clothing which do not meet the standards of this policy or exceed the allowable maximums.