



TOWN OF SHALLOTTE

UNIFORM POLICY

I. PURPOSE

The Town of Shallotte is committed to maintaining a professional appearance and ensuring safety through proper attire. This policy outlines uniform requirements, maintenance, reimbursement, and return procedures. Employees are responsible for wearing appropriate uniforms and/or footwear during working hours and for the reasonable care and maintenance of their items.

II. ELIGIBILITY

All regular and probationary employees required to wear uniforms or footwear as part of their job duties are subject to this policy.

- Department Heads shall determine which positions require uniforms and will ensure that employees are wearing them during working hours, including on call working hours or call back working hours.
- The Uniform Policy, or selected portions thereof, may be applicable to professional and management staff (exempt employees) dependent in the individual job requirements.

III. GENERAL REQUIREMENTS

The following provisions shall apply to this policy:

- The Department head may inspect the uniform allocation of each employee for completeness at any time.
- The Department Head must maintain uniform records, including allocation and reimbursements.
- Each employee is responsible for ensuring a professional appearance to the public and fellow employees.
- Uniforms must be clean, unfaded, and in good condition (no stains, holes, tears, etc.)
- Procurement methods may be revised at fiscal year-end or upon contract changes with approval from the Town Manager.
- Department-financed uniforms are subject to the ability of purchasing to meet these guidelines without exceeding budgets costs.
- Employees are not permitted to wear their uniforms during secondary employment or at inappropriate venues (e.g., bars, clubs, etc.)

IV. TYPES OF UNIFORMS/FOOTWEAR COVERED

The Department Head is responsible for notifying employees about the requirement to wear uniforms and/or footwear. If a uniform is required, the cost will be deducted from the department's designated uniform budget. It is the department's responsibility to plan for any uniform-related expenses and to ensure costs are reasonable. It is up to the Department Head to specify which types of uniforms and/or footwear meet the job-specific standards.

A. Maintenance

For full-time employees in the maintenance department, the Town will provide a \$150.00 reimbursement for protective footwear that meets the safety standards designated by the Department Head.

In addition to footwear, maintenance employees will be provided uniform apparel from a uniform service utilizing a department agreement as authorized by the Department Head and the Town Manager. The uniform service is responsible for laundering pants, shirts, jackets, as needed.

B. Fire

For full-time employees in the Fire department, the Town will provide a \$150.00 reimbursement for footwear that meets the standards designated by the Department Head.

In addition to footwear, fire employees will be provided uniforms as authorized by the Fire Chief and the Town.

C. Police

For full-time employees in the Police department, the Town will provide a \$150.00 reimbursement for footwear that meets the standards designated by the Department Head.

In addition to footwear, sworn police officers assigned to uniform duties will be provided uniforms as authorized by the Police Chief and the Town.

Non-Sworn employees do not receive a clothing allowance.

V. REIMBURSEMENT OR REPLACEMENT

Reimbursement applies to footwear only each fiscal year (July 1 – June 30). Uniforms are paid for by each department in accordance with their individual fiscal year budget.

Employees must purchase their footwear and provide proof of purchase in the form of a valid receipt to the payroll department to receive reimbursement. Once the valid receipt is submitted, the reimbursement will be processed and added to the employee's payroll for the corresponding pay period. Reimbursement payments for footwear are generally not considered taxable income if they are job-related and supported by receipts for the purchase.

Employees who do not provide a valid receipt for the purchase of footwear will not be reimbursed.

Uniforms will not be reimbursed; instead, they will be handled through the department based on the budget allocated for that fiscal year. It is the department's responsibility to manage these funds appropriately and fairly.

If a uniform is damaged and needs to be replaced, it is the employee's responsibility to submit the damaged item to their supervisor and follow the proper procedures for that department.

VI. UNIFORM RETURN & FINANCIAL RESPONSIBILITY

Employees must return all issued uniforms upon separation. Unreturned items will be deducted from the final paycheck or billed for the full cost of uniforms that were not returned.

Lost, stolen, or misused uniforms must be replaced at the employee's expense.

Uniforms damaged due to negligence must also be replaced at the employee's expense.

VII. EXCUSED SITUATIONS

The following is a list of situations where the employee may be excused from wearing a uniform that has been assigned to him/her.

- Excused by a physician with proper medical cause
- Excused by a manager. The manager shall ensure the employee is not assigned a task that requires a uniform or shall provide an acceptable alternative suitable for the work environment.
- Excused during pregnancy. However, the pregnant employee shall utilize the supplied uniform to the extent practical and shall use a name tag for identification to the public when necessary
- Excused due to compliance with bona fide religious requirements with prior managerial approval. The employee shall utilize the supplied uniform to the extent practical and shall use a nametag for identification to the public when necessary.

VIII. COMPLIANCE AND DISCIPLINARY ACTION

Failure to adhere to this policy may result in disciplinary action up to and including termination as outlined in the Town's Personnel Policy.