

Purpose

The City of Willard is committed to maintaining a professional and uniform appearance for its Public Works staff while ensuring comfort and functionality on the job. This policy outlines the uniform provisions, responsibilities, and guidelines for employees.

Uniform Provision

1. Annual Issuance:

- The City will annually purchase per employee:
 - **3 City-branded T-shirts**
 - **2 City-branded hooded sweatshirts**
- These items will be issued to employees as needed to ensure each employee has a personal supply as indicated above. If not immediately required, uniforms will be retained in storage until a reasonable shelf supply is available.

2. Sizing:

- Employees are expected to provide their supervisor with accurate and current size information to ensure proper fit and comfort.

Employee Responsibilities

1. Presentation:

- Employees must ensure their uniforms are tidy and well-maintained to present a professional appearance on the job.

2. Laundry:

- A washer and dryer will be installed at the Public Works building to support uniform care. Employees are encouraged to use this equipment to maintain their uniforms in good condition.
- **Personal laundry is prohibited.**

3. Jeans:

- Employees are responsible for providing their own work-appropriate jeans.
- An annual **\$250 uniform allowance** will continue to be provided to assist with this expense.
- Employees may use City equipment to clean their work jeans.

Damaged Uniforms

1. Replacement of Damaged Shirts:

- Employees may turn in damaged City-branded shirts to their supervisor for replacement.
- If shirts are routinely damaged due to negligence, the employee may be required to pay for replacements.

Return of City Property

1. End of Employment:

- Upon termination of employment, all City-branded uniforms must be returned.
- Failure to return City property will result in the cost of replacements being withheld from the employee's final paycheck.

Acknowledgment

Employees must sign below to indicate their understanding and agreement to the terms of this policy:

Acknowledgment of Uniform Policy

I acknowledge that I have read and understand the City of Willard's Uniform Policy. I agree to abide by the guidelines and responsibilities outlined herein, including the return of City property upon termination of my employment.

Employee Name: _____

Signature: _____

Date: _____