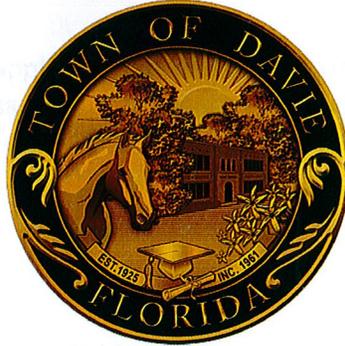


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**UNIFORM/IDENTIFICATION CARDS POLICY  
SOP #24-009**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

**APPROVALS:**

*Stacy H. S. Hepsen*  
\_\_\_\_\_  
Author

*9/24/12*  
\_\_\_\_\_  
Date

*Bob Smith*  
\_\_\_\_\_  
Town Administrator

*9-24-12*  
\_\_\_\_\_  
Date

### **1-1. POLICY.**

It is the policy of the Town of Davie that certain positions, as designated in each department, may be required to wear a uniform and/or identification card while on the job.

### **1-2. SCOPE.**

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Temporary, Seasonal employees, and volunteers.

### **1-3. PROCEDURE.**

#### **a. General Guidelines**

1. Each Department Director will identify the positions within their respective department for which the wearing of a uniform and/or identification card is required. Department Directors should ensure that uniforms are absolutely necessary.
2. Employees filling positions designated as requiring the wearing of a uniform and/or identification card must wear issued uniforms/ identification card on the job on a daily basis once the employees receives his/her initial supply of uniforms.
3. Each department requiring employees to wear uniforms must include funds for new issues and replacement of uniforms in their respective department annual budget.

#### **b. Uniform Issuance**

1. When an employee is assigned to a position which has been designated as requiring a uniform, the employee's Department Director will authorize the issuance of uniforms to the employee and maintain a record of all uniforms issued. The employee must sign for all issued uniforms. Employees should be aware that the IRS mandates that uniforms which can be considered "street clothing" are taxable as a benefit to employees.
2. The Department Director will determine the number of shirts to be issued commensurate with the employee's expected field time, not to exceed five sets of uniforms for employees who work a four day week schedule or six sets of uniforms for employees who work a five day per week schedule.
3. Employees that are required to wear safety shoes or boots as part of their job shall receive one pair of shoes or boots annually.

#### **c. Care and Maintenance of Uniforms**

1. Employees are personally responsible for the proper care, cleaning, alterations and repair of uniforms issued to them. As a convenience and to provide assistance in maintenance of uniforms, a cleaning service may be available through the Town of Davie.
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2. If uniform item(s) becomes unserviceable (torn beyond repair, unpresentable, stained, etc) the employee must launder the item and request a replacement.
3. If an employee loses a uniform item, the employee will be charged the current cost for the item for a replacement. The employee may make payment for the item over-the-counter or have the cost withheld from their pay.

**d. Identification Cards**

1. The Town of Davie will provide identification cards for the identification of all Town employees.
2. Identification cards will be issued to all employees by the Human Resources Department at the time of orientation.
3. Department Directors may, for the purpose of security or safety, require any or all employees within their department to wear an identification card and/or designate areas where identification card or visitor tags may be worn by all individuals entering that area.

**e. Termination of Employment**

1. When an employee ends employment with the Town of Davie or is transferred into a position of which wearing a uniform is not required, the employee must return all uniform items to their immediate supervisor no later than the employment end date or reassignment date. All returned items must be laundered and in good condition.
2. When employment with the Town of Davie ends, the employee must return his or her identification card to the Human Resources Department.
3. If the employee fails to return any uniform item(s), including the identification card, the cost of the unreturned item(s) will be deducted from the employee's final payment in accordance with the Fair Labor Standards Act (FLSA).

**f. Policy Violation and revision**

1. An employee who does not wear the uniform specified, without a reason acceptable to the immediate supervisor, will be subject to disciplinary action, up to and including dismissal of employment.
  2. Employees may not wear Town of Davie uniforms in any capacity other than when they are performing official business for the Town of Davie.
  3. Failure to comply with the guidelines established in this policy may lead to disciplinary action up to an including dismissal of employment.
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