
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 803: Uniforms

A. Police and Fire Departments

1. Uniformed members of the Police and Fire Departments shall receive a minimum uniform upon beginning employment with the City which shall remain the property of the City until the employee has served one year.
2. After initially supplying a uniform, the City shall provide uniformed members of the Police and Fire Departments a uniform allowance after the first year of service in the amounts stipulated in the Personnel Ordinance. Additional uniforms may be provided as stipulated in collective bargaining agreements or as authorized by the City Manager.
3. Allowances are to be distributed in four equal quarterly payments. In the event an employee leaves the City's employment prior to the end of the quarter, no refund of the uniform allowance shall be required.
4. The Police Chief and Fire Chief shall issue uniform standards for their own Departments.

B. Other City Employees

1. Other City employees required to wear uniforms shall either receive a uniform allowance or have their uniforms purchased or rented for them, at the discretion of the City Manager.
2. The following guidelines shall apply to those employees issued uniforms under the City's Uniform Rental Plan:

CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

- a. A complete uniform consists of a City issued long-sleeved shirt or short-sleeved shirt, together with a personal name emblem and a City Department/Section emblem and a pair of trousers. The complete uniform shall be worn with City provided safety shoes (where applicable) and employee provided socks and belt, in an appropriate manner, i.e., with shirt front buttoned and shirt tails tucked in the trousers, etc.
- b. Employees will be permitted to wear reasonable headgear/hats at their discretion, so long as such headgear/hat does not detract from the desired “uniform appearance” or constitute a safety problem.
- c. Attachments to the uniform or items/apparel worn about the employee’s person which detract from the desired “uniform appearance” are prohibited. Employees shall use reasonable discretion in this area.
- d. The complete uniform shall be worn at all times the employee is on duty, unless otherwise authorized by the employee's supervisor.
- e. The uniform shall be worn only on official duty and to and from work. Neither all nor part of the uniform shall be worn anywhere while the employee is off-duty, except as noted above.
- f. Employees who wear tee-shirts or other clothing with the City emblem and/or name, either as part of an informal uniform or for organized activities, are subject to these guidelines.

C. Care and Replacement of Uniforms Provided Under the Uniform Rental Plan

1. Each employee shall be responsible to see that his/her uniforms are maintained in a manner which is neat, clean and free from defects. Employees are expected to inform the uniform rental company of needed maintenance to the uniforms, (e.g., replacing

CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

buttons, mending tears, removing stains, repairing seams, re-sewing emblems, requests for alterations in trouser lengths, etc.).

2. Employees are expected to immediately inform their supervisors of any perceived deficiencies in uniform rental services (for example: shortages in the number of garments received, or failure to repair the uniform within a reasonable time of the request for maintenance through the appropriate procedures, etc.).
3. Uniforms are the property of the uniform rental company, and shall not be structurally altered or cut in any manner which would prohibit returning the uniform garments to the company in their original condition, given normal wear. Employees shall exercise reasonable care of their uniforms by avoiding open flames and acids, and to the extent practicable, avoiding damaging materials such as paints, epoxies, lacquers and tars.
4. Employees shall return uniforms to the City at the time of their termination from employment, or at the request of the City. Returning uniforms to the City enables the City to gain credit for service costs that would normally be charged should the uniforms be in use. Failure to comply with this policy may result in the service costs being charged to the employee for the applicable period the uniforms were not returned to the City.
5. If uniforms are lost or stolen while in the employee's possession, or there is an indication of damage due to obvious neglect or abuse, the employee shall bear any replacement costs. Employees shall immediately report lost or stolen uniforms to their supervisor.
6. Employees shall deposit soiled uniform garments into the soiled garment receptacles provided, prior to the time of pick-up on the scheduled weekly pick-up day. On some occasions an employee may be absent from work on the scheduled pick-up day. In such cases, employees are encouraged to make alternate arrangements for depositing

CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

soiled uniform garments, when possible (e.g., depositing uniforms one or more work days in advance of the scheduled pick-up day, or having another employee deposit their uniform garments for them).

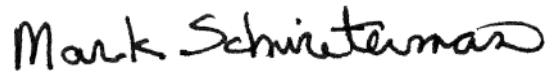
7. When an employee does not wear his/her uniform for any given calendar week due to an absence from work, and therefore does not turn in uniforms for cleaning, the City is entitled to receive credit for the weekly service costs that would normally be charged from the uniform company. Therefore, employees anticipating a leave of absence from work for a period of a calendar week (and for each calendar week thereafter) shall notify their supervisor, or other designated staff person, as early as is practicable.
8. Employees are held responsible for compliance with this Policy in the same manner and to the same extent as any other work related policy or practice.
9. Departments/Sections are authorized to issue policies and procedures that are deemed necessary and appropriate to their operations, to supplement this Policy.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

Date

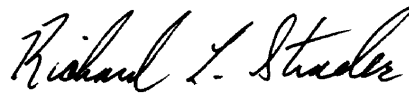


Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources