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| <br>Town of Swansboro | <b>Personnel Policy</b>                                    |                 | <b>Employee Benefits<br/>Uniforms and Clothing<br/>Allowance</b>                                   |                |
|  | Number: Article<br>VI; Section 13                          | Revisions:<br>2 | Effective Date:<br>July 1, 2023  | Page of<br>1 2 |
|  | Supersedes: All previous<br>Uniform and Clothing Allowance |                 | Approved By:<br> |                |

**ARTICLE VI. EMPLOYEE BENEFITS**

**Section 13. Uniforms, Clothing Allowance and Dress Code**

The Town may provide uniforms and safety vests /equipment for designated positions. Employees are required to wear uniforms so they will be easily identified as Town employees while working on or near private property. In consideration of employee comfort during those times of year when the weather conditions are uncomfortable due to extreme heat, the Town will allow its field employees to wear short pants when conducting SOME DUTIES. Certain requirements must be met, however. If working conditions are less safe due to the wearing of the short pants, the wearing of long pants must continue. At those times when short pants are being worn, long pants must be available should duties change and long pants be required. It shall be the responsibility of the Department Head to determine what duties will allow the wearing of short pants. In addition, the short pants must be of the same color as the long pants provided in order that a uniform appearance may continue to promote public recognition.

The employee is responsible for the uniforms. Costs of avoidable damage or loss shall be paid by the employee. An employee shall wear the uniform properly, will not allow it to be worn by other individuals and will wear it only during working hours or to and from work. Upon separation from Town service, the employee shall return the uniforms to the town.

Clothing or clothing allowances shall be provided to other employees as authorized by the Town Manager.

In addition, Public Works Department employees will be provided One-hundred fifty Dollars (\$150.00) a fiscal year towards work boots for its employees.

For the complete Uniform Policies for Public Safety please see Uniform/Equipment Policy General Order 01-36: Police Department and Standard Operating Guideline and IDP 10: Fire Department.

The Dress Code for office staff located in the Swansboro Town Hall is to ensure the employees are presented in a professional manner that will positively represent the Town of Swansboro.

Employees are required to wear neat, clean and appropriate clothing with modest coverage. Appropriate footwear must also be worn. No offensive images or phrases are permitted. On Fridays, the Town Hall staff may wear jean style pants in a 'dress down' style fashion however, ripped and/or holey jeans are prohibited.

The Dress Code for Parks and Recreation staff can be found in the Parks and Recreation departments SOP.