



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
info@tamcsd.org ♦ www.tamcsd.org

RESOLUTION NO. 2023-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING THE UNIFORM/SHOE ALLOWANCE POLICY AND AMENDING THE TCSD PERSONNEL POLICIES

WHEREAS, to ensure TCSD customer-facing employees who are engaged in service and delivery functions in the field, are clearly identified as representing the District, a uniform policy is necessary and appropriate; and

WHEREAS, certain TCSD employees engaged in tasks interacting with customers in the field are required to always wear uniforms while working and representing TCSD; and

WHEREAS, the attached Uniform/Shoe Allowance Policy clearly defines the requirements and components of an approved TCSD uniform; and

WHEREAS, TCSD currently contracts with Cintas for the provision and maintenance of uniforms for eligible employees; and

WHEREAS, employees who wear uniforms have found it easier to wash and maintain their uniforms themselves rather than use the Cintas service; and

WHEREAS, the contractual conditions of the Cintas agreement requires a buyout of the current uniforms worn by employees that have a TCSD logo and name patch affixed; and

WHEREAS, TCSD will save money with this Uniform/Shoe Allowance Policy in subsequent years; and

WHEREAS, it is recommended to terminate that portion of the Cintas contract and provide an annual uniform allowance of \$600.00, payable to eligible employees on the first paycheck in January, to purchase uniforms consistent with the Uniform/Shoe Allowance Policy; and

WHEREAS, it is also recommended to convert the current annual safety shoe reimbursement allocation of \$250.00 to an annual shoe allowance of \$250.00, payable to eligible employees on the first paycheck in January.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District approves the Uniform/Shoe Allowance Policy, attached as Exhibit A, which provides employees with an annual uniform allowance of \$600.00 and an annual safety

shoe allowance of \$250.00 payable to eligible employees on the first paycheck in January.

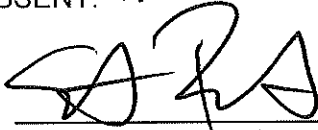
BE IT FURTHER RESOLVED that the Tamalpais Community Services District authorizes the General Manager or his designee to amend the Personnel Policies, as necessary and appropriate, to incorporate the Uniform/Shoe Allowance Policy.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14th day of June 2023 by the following vote:

AYES: *S. Bartschat, J. Brown, J. Jacobs, S. Levine*

NAYS:

ABSENT: *M. McMahon*



Steffen Bartschat, President

ATTEST:



Secretary, Tamalpais Community Services District

EXHIBIT A

Uniform/Shoe Allowance Policy

Objective

To ensure Tamalpais Community Services District (TCSD) customer-facing employees who are engaged in service and delivery functions in the field, are clearly identified as representing the District, TCSD has established this uniform/shoe allowance policy.

Purpose

The purpose of this policy is to provide clear guidelines to District employees required to wear uniforms, to present a professional image to co-workers, businesses, and community members.

Policy

Employees engaged in tasks interacting with customers in the field are required to always wear District uniforms while working and representing TCSD. Employees are required to wear the uniform while on duty. District jackets or shirts shall be worn as an outside garment except when the employee is wearing authorized wet weather gear. This display of District uniforms and emblems is to allow identification of employees by the public and to present an appropriate and consistent appearance.

If employees have questions regarding this policy or its implementation, they should contact their supervisor.

Uniform Allowance

A uniform allowance of \$600.00 per year payable on the first paycheck in January shall be issued to eligible employees in the following job classifications who shall be required to wear uniforms:

FACILITIES ATTENDANT

OPERATIONS SUPERINTENDENT

SENIOR PARKS MAINTENANCE WORKER

SOLID WASTE COLLECTION DRIVER

WASTEWATER, MAINTENANCE & SOLID WASTE WORKER (CROSS TRAINEE)

It is up to the employee to use their allowance to purchase appropriate items, so they are properly outfitted for their jobs. TCSD will not track what items are purchased with the clothing allowance. Rather, TCSD compensates the employee for assumed costs associated with their

job, and the employee is responsible for purchasing needed goods to be appropriately outfitted at work.

Employees will be responsible for purchasing their clothing on personal time (outside of working hours) in the amounts and styles they need to meet the workplace attire requirements listed in this policy.

The District may make an arrangement with a particular retailer to supply all qualifying employees with a specific product that meets the uniform needs and requirements per this policy.

The uniform allowance is the maximum amount of funds the District will allocate towards an employee for uniforms in a calendar year. If an employee needs to spend additional money on uniforms, the purchases will need to be made with personal funds.

Uniform Requirements

All clothing items below shall be Carhartt brand or similar uniform type quality material as deemed appropriate by the General Manager.

Pants – shall be black, navy, brown, khaki, or dark grey and with belt loops.

Shorts – employees may wear shorts but must be an appropriate length. Color of black, grey, brown or khaki.

Shirts – shall be permanent press with long or short sleeves and shall have District supplied logo/emblem properly affixed above right shirt pocket and District supplied employee's first name properly affixed above left shirt pocket. Solid Waste Collection Drivers may also have safety yellow strips affixed on shirt. TCSD will ensure all patches and safety strips are properly affixed to shirts provided by employees. The color of shirt can be brown, khaki or light grey. Short sleeved shirts must be hemmed at the sleeves.

T-Shirts – As an outer garment, shall be navy, black, grey or white with District supplied logo/emblem properly affixed. When worn under an approved TCSD uniform shirt, the color shall be navy, black, grey or white. If an employee wishes to wear a safety-colored t-shirt, prior approval is required from the supervisor or manager.

Hats - if an employee chooses to wear headgear, only those listed below are approved for use during working hours.

- a. Baseball style hat - must be properly worn with the bill facing forward. TCSD may provide baseball hats.
- b. Large Brim hat- for sun blockage shall be khaki color with a full brim
- c. Rain hat – in inclement weather, employees may wear any rain hat appropriate to carry out their jobs.

Jackets – shall be navy in color with appropriate TCSD logo/emblem, employee first name and yellow safety strips appropriately affixed.

Safety Vests – shall be current CalTrans reflective standard and provided by TCSD and shall be worn in twilight hours and at night. Summer mesh type vests may be used in daylight hours in summer months during extreme heat conditions.

Rain Gear – shall be the safety yellow reflective, or another appropriate safety color, supplied by TCSD.

Upon purchase, uniforms become the responsibility of the employee for maintenance and care. While normal wear and tear is expected, excessive damage is not acceptable and may result in discipline. Care should be taken in wearing a uniform, such as uniforms must not have holes or be ripped, torn, faded, discolored, or noticeably stained, etc. Employees should follow basic requirements of safety and comfort but should still be as neat and businesslike as working conditions permit.

District Employees as of July 1, 2023, will start with the following articles of uniform clothing as part of TCSDs contract buyout with Cintas:

Job Title	Shirts	T-shirts*	Pants	Jackets	Coveralls
Facilities Attend.	11	--	6	--	--
Op. Superintendent	11	--	--	2	2
Parks Maint. Worker	11	--	6	2	2
Solid Waste Driver (2)	11	--	6	2	--
Solid Waste Driver	11	--	--	2	--
Cross Trainee (2)	11	--	6	2	2

*TCSD to provide five (5) t-shirts to employees with appropriate logo/emblem affixed.

All articles of uniform clothing included above shall be subject to the requirements of this policy.

Protective Footwear

OSHA regulations require employers to ensure that employees use protective footwear when in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole or where an employee's feet are exposed to electrical hazards.

Certain District employees are required to wear safety shoes that provide protection against foot injuries due to falling or rolling objects piercing the sole or exposed to electrical hazards, and with slip resistance soles. Steel-toed shoes are optional. The District shall provide a \$250.00 annual shoe allowance per employee, for the acquisition, replacement, and/or repair of safety shoes. Due to the nature of District work performed on a daily basis, safety shoes cannot be more than two (2) years old.

The shoe allowance of \$250.00 per year, payable on the first paycheck in January, shall be issued to eligible employees in the following job classifications who shall be required to wear safety shoes:

FACILITIES ATTENDANT

OPERATIONS SUPERINTENDENT

SENIOR PARKS MAINTENANCE WORKER

SOLID WASTE COLLECTION DRIVER

WASTEWATER, MAINTENANCE & SOLID WASTE WORKER (CROSS TRAINEE)

New Employees

Upon hire, each new employee shall receive a uniform allowance amount equivalent to purchasing five (5) complete uniforms consisting of:

- 5 shirts (short or long-sleeved)

- 5 pants

- 5 t-shirts

- 1 pair of shoes

- 1 jacket

Separation from Employment

Upon separation from District employment, all clothing with District logos or other uniforms or clothing items that identify a person as a District employee are to be washed and returned to the District. If an exception is desired and a person wishes to keep an item(s), prior approval by the General Manager is required.

Exceptions and Changes

Any variance or exceptions to this policy must be requested in writing and approved by the General Manager in advance.

The General Manager may change any part of this policy after providing a thirty (30) day notice to employees, except for the amount of the uniform or shoe allowance, which requires Board approval.