1. It is the policy of the City of Baton Rouge, Parish of East Baton Rouge, Department of Public Works, to issue department approved uniforms to all eligible employees.

2. The purpose of this policy shall be to maximize safe working conditions, reflect good appearance and to provide ease of recognition, and/or identification for Public Works employees by the public.

3. Eligible employees and newly hired eligible employees shall receive uniforms to be worn to work as designated in this policy.

4. The term “eligible employees” as used in this policy includes those employees occupying employment positions on a list designated by the Director of Public Works or his duly authorized representative.

5. It is the responsibility of the City-Parish, Department of Public Works to provide uniforms through an approved vendor(s).

6. All eligible employees shall be required to report to work and perform their work in department-approved uniforms specified by the Director of Public Works or his duly authorized representative.

7. All protective clothing and/or accessories necessary to insure the safety and well being of employees must be provided by the division to which the eligible employee is assigned, and is to be considered as a part of the employees’ uniform.

8. Any employee who reports to work and fails to wear approved safety shoes or in attire not meeting said criteria shall not be allowed to work. The employee will receive an “A” for the day as stated in DPW Work Rule IV - Absent Without Permission. The “A” is considered disciplinary and will be processed in accordance with DPW Work Rule IV.

9. Employees shall not be relieved of any duty to wear prescribed uniform by virtue of loss of, damage to, or destruction of any item of the uniform. Replacement uniforms are to be supplied to employees on an “as needed” basis. In order to receive a replacement uniform, the employee must return the old uniform. If the uniform has been subject to theft, the employee shall submit a written and signed statement to the Office of Workforce Development.
10. The uniform and all other related dressing accessories are to be kept well maintained and may not be used for recreation or off duty purposes. Public Works’ employees shall be granted use and privileges associated with commuting to and from work in the issued uniform.

11. Public Works’ employees will, while wearing the uniform provided by the Department of Public Works, maintain the following standards:

   a. All required buttons will be buttoned. (Model sheets will be posted at each site.)
   b. Clothing will be clean and neat.
   c. Caps will be optional.
   d. No stickpins or ornaments will be worn with the uniform.
   e. Uniform shirts must be worn inside the pants at all times.
   f. Knit caps shall be worn in cool temperatures only. Stocking caps are prohibited.
   g. The practice of the wearing anything other than prescribed equipment as outer clothing will be prohibited. Personal cold weather wear shall be acceptable, and the responsibility of the employee, unless issued by the Department of Public Works.
   h. Belts must be worn with the uniform.
   i. No part of the official uniform will be worn with civilian clothes, except as provided in Item 11(g).
   j. No Public Works’ employees will wear any portion of the official uniform except when on official duty, or as provided in Item 10.
   k. Public Works’ employees found to be insubordinate, with respect to this uniform policy, will be subject to disciplinary action or removal from employment in accordance with City-Wide Disciplinary Policies and Procedures, and DPW Work Rules.

12. No employee shall affix, adorn or otherwise alter any department provided work clothing by adding patches, emblem, pin, etc., unless such items are issued, authorized, or provided by the department.

13. Uniforms shall consist of shirts, pants, rainwear, coats and steel-toed shoes in styles and colors authorized by the Director of Public Works or his authorized representative.

**Daily Inspection**

In order to ensure compliance with the DPW Uniform Policy on a fair and equitable basis, daily inspections may be performed. The inspecting supervisors shall be responsible that grooming and uniform regulations are adhered to.

**Grooming and Hygiene**

Employees will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall professional appearance.

Employees’ hairstyles shall be worn in such a manner as to present a neat and professional appearance. Oversized and excessively ornamental earrings may impose safety risks, and therefore is prohibited.
POLICY ACKNOWLEDGEMENT

I, ________________________________ have read the DPW Uniform Policy. By signing this statement, I agree to wear the DPW issued uniform at all times while at work. I will not wear it for personal or recreational purposes. Failure to adhere to the policy shall lead to progressive discipline and possible termination. Upon separation from the Department of Public Works, I will surrender all uniforms.

**Probationary Employees:**

If I do not receive a satisfactory rating at the end of the working test period, I will be responsible for surrendering the uniforms. Failure to surrender the uniforms will result in reimbursement to the City-Parish for the cost of the uniforms.

Employee Signature ________________________________

Employee I.D. # ________________________________

Employee Badge # ________________________________

Date ____________________________________________