



City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

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Human Resources Director

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City Manager

Number: V-17 Effective Date:

**SUBJECT: WORK UNIFORMS AND CITY BRANDED APPAREL FOR EMPLOYEES(NON-PUBLIC SAFETY)**

**PURPOSE:**

To define the responsibilities of management and employees regarding the issuance, care, usage, and return of work uniforms for non-public safety employees.

**POLICY:**

For designated field and shop classifications and/or employees, the City shall:

1. Provide work uniforms (up to a maximum of 12 per employee, unless otherwise negotiated as part of a collective bargaining agreement) as protective clothing for positions in which the work performed would cause excessive wear or damage to normally worn apparel.
2. Require the wearing of work uniforms as identification clothing for positions in which the work performed:
  - a. Involves high public contact;
  - b. Places the employee in constant public view; or
  - c. Requires quick and easy identification as a City employee.
3. Require specific uniforms or apparel, specially colored shirts, or designated fabrics, for those positions in which employee safety is a factor due to work conditions or environments.
- 4.
5. Ensure uniforms are properly maintained, including that employees care for uniforms to maintain a clean professional public appearance and that uniforms are not abused, altered or misused.

Exemption from Wearing Uniforms - When the fabric, dyes and/or cleaning agents used result in a medically documented condition, the uniform requirement may be waived or alternative clothing may be provided. The affected employee must submit a statement from a licensed physician attesting to the medical condition.

Replacement Uniforms – Employees must return damaged uniforms to their immediate supervisor prior to the issuance of replacement uniforms. Supervisors are responsible for ensuring that

replacement uniforms are not issued until the damaged items are returned.

Returning Uniforms upon Separation or Transfer – Employees are required to return all uniform items upon separation or transfer to an ineligible position. Supervisors must ensure all uniforms are returned prior to the effective date of the separation or transfer.

City issued uniforms and City branded apparel are intended for use during the performance of official job duties. Employees are expected to exercise good judgment when wearing City issued uniforms or City branded attire outside of working hours. Employees should avoid wearing uniforms or City branded attire in situations or environments that could reasonably reflect negatively on the City or compromise public trust, including but not limited to activities involving inappropriate conduct, unlawful behavior, or situations that may create the appearance of official City endorsement where none exists. As a city employee, you are held to a higher standard, and the public's expectation of conduct reflects the trust placed in you to act ethically, transparently and in the best interest of the community.

Failure of an employee or supervisor to comply with the requirements of this policy may result in disciplinary action.