



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: APRIL 6, 2026**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: WORK UNIFORMS AND CITY BRANDED APPAREAL FOR EMPLOYEES (NON-PUBLIC SAFETY) (V-17)

ISSUE:

Approve revisions to the Work Uniforms and City Branded Apparel for Employees (Non-Public Safety) Policy (V-17).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Work Uniforms and City Branded Apparel for Employees (Non-Public Safety) Policy (V-17).

BACKGROUND:

The Work Uniforms and City Branded Apparel for Employees (Non-Public Safety) Policy (V-17) was last revised in December 2014. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Work Uniforms and City Branded Apparel for Employees (Non-Public Safety) Policy (V-17) has been updated to establish clear and consistent standards for the issuance, use, care, and return of work uniforms for non-public safety employees. The policy helps ensure that employees who require uniforms for operational, safety, or identification purposes maintain a professional appearance while representing the City.

The policy title was updated to expand the policy to explicitly include City branded apparel issued to employees in addition to traditional uniforms.

Additionally, minor edits were made to improve readability and clarify situations where uniforms may be required. The policy clarifies that employees are responsible for maintaining uniforms in a clean and professional condition and that uniforms must not be abused, altered, or misused. New language was added to address the use of City issued uniforms and City branded apparel outside of working hours. The revisions emphasize that employees should exercise good

judgment when wearing City identified clothing and avoid situations that could reflect negatively on the City, suggest inappropriate conduct, and create the appearance of official City endorsement where none exists.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management and the City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Deputy Human Resources Director

Attachments:

Work Uniforms and City Branded Apparel for Employees (Non-Public Safety) Policy (V-17)