



## CITY OF PROVIDENCE

### 1.4 UNIFORM POLICY

#### Purpose

The purpose of this policy is to enhance the image of workers of the City of Providence by providing and maintaining modern, clean, and distinctive uniforms without additional cost to employees.

#### Scope

This policy applies to all employees required by the City of Providence who wear uniforms in connection with their employment.

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict, between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

#### Policy

##### 1. General Requirements

- A. The City of Providence will determine which employees will be required to wear uniforms and issue each said employee a reasonable number of uniform sets.
- B. Thereafter, all said employees will be required to wear a complete uniform, as defined by their department director, prior to commencing their scheduled shift.

##### 2. Procedure

- A. All employees required to wear uniforms will be notified in advance of the effective date of the requirement.
- B. All such employees will be individually measured for their uniforms.
- C. All employees will be required to sign a detailed receipt for the uniform clothing which is issued to them.
- D. Any employee determined to have intentionally abused their uniform clothing will be held financially liable for the replacement cost. This does not apply to normal wear and tear.
- E. Any employee transferring to another department or terminating their employment (either voluntarily or involuntarily) must turn in their full issue of uniform clothing.
- F. The department director, in conjunction with the vendor, will establish pick-up and delivery dates for uniform cleaning. Every employee will be informed of those dates by the posting of a notice in the department.

##### 3. Compliance

- A. Any employee reporting to work not wearing the complete uniform as defined by the department director will be informed to return home and not to report back to work until they are wearing a complete uniform. Repeated such incidents will result in disciplinary action in accordance with City policy.
- B. Any employee found not wearing their complete uniform during their scheduled shift will be instructed, immediately, to comply with the requirement to wear the complete uniform.
- C. Repeating incidents of non-compliance will result in disciplinary action in accordance with City policy up to and including termination.

##### 4. Responsibility

Overall responsibility for the city-wide program presides with the Department of People and Culture. Department directors have the responsibility for implementation and administration of this policy.



## CITY OF PROVIDENCE

### Related Policies:

Appearance Policy

Code of Conduct

Workplace Cleanliness Policy

### Other Related Information:

Local 1033 [Collective Bargaining Agreement](#)