



TOWN OF RAYMOND

Town Offices
Epping Street
RAYMOND, NEW HAMPSHIRE 03077

STANDARD OPERATING GUIDELINE

SUBJECT: Work Clothes		ISSUE DATE: July 10, 1992	NO: 007
ISSUED BY: Dennis G. McCarthy	APPROVED BY: <i>DGM</i> Martha St. Amand	SUPERSEDES: DATE:	PAGE OF 1 of 1

All Public Works Employees will be required to wear the work clothes supplied by the Town.

The clothing is identical between Water and Highway Departments with exception of Department designation.

It will be the responsibility of the employee to maintain the issued clothing clean and serviceable. It is anticipated that new clothing issued will take place on a yearly basis henceforth.

The purpose of this issue to to financially assist the employee, and to project a positive and professional image to our customers, the townspeople.

Employees will be expected to be in uniform at all times when in the employ of the Town of Raymond. Employees shall dress in a neat orderly manner, with shirts tucked in and clothing suitably washed and maintained. Keep in mind that a person is often judged by the image he or she projects. It will not be considered acceptable to use Town provided clothing for work clothes when not working for the Town.

No excuse short of a Doctor's note will be accepted for not wearing the provided clothing issued.