

SOP #7

Salem Public Works Department
Standard Operating Procedures

UNIFORM POLICY

ORIGINATION DATE:

September 11, 2000

REVISION DATE:

August 31, 2004

EFFECTIVE DATE:

September 2, 2004

It is the goal of the Department of Public Works that all employees shall represent the Town of Salem in a professional and accountable manner. Public Works employees in positions recognized in the agreement between Town of Salem and AFSCME should be easily identified by the public by a consistent uniform appearance. The uniform requirements of our Department are important in achieving our goal. Every effort will be made by the Town to provide the necessary personal safety equipment and clothing, in conjunction with the uniform requirements. To that end, all clothing worn at the work place shall be neat and clean, without rips and tears, and professional in appearance. Each employee will be required to utilize the appropriate uniform clothing on a daily basis. It will be the responsibility of the employee to maintain and launder his or her own clothing. The Public Works Director, or designee, shall be responsible for determining what clothing is acceptable.

Uniforms shall consist of:

- Jeans/work pants (long pants) either blue or black in color.
- Tee shirts either orange, ash gray or navy blue in color (cotton/twill short-sleeved).
- Hemmed sleeveless shirts (NOT TANK TOPS) either orange, ash gray or navy blue in color.
- Collared shirts (golf style) either orange, ash gray, or navy blue in color.
- Shirts will only be allowed to have manufactures decals/logos on them in one location and in no such case shall be any larger than 4 square inches.
- In addition to the preceding colors for the respective shirts, mechanics will be allowed to wear black in order to help maintain a neat and clean appearance.
- The Town may provide a logo, printed, embroidered or otherwise, at its sole discretion on garments supplied by the employee or the Town.
- Work boots shall be worn at all times (standard industry boots, above ankle).
- The custodian and meter reader will be allowed to wear a walking boot if so desired for comfort ability. However, employees allowed to do so must at all times have their work boots available to them should they be assigned other duties rather than their primary job function.
- Seasonal clothing must be approved by the Director or designee.
- Three season jackets, sweatshirts, fleece pullovers, quilted shirts, with or without reflective stripping, in orange, ash gray, or navy blue in color