



Uniform Policy

Effective Date: December 2011

Owner	Board of Commissioners (BOC)
Reviewer(s)	Human Resources
Approver(s)	Board of Commissioners (BOC)
Related Policies	N/A
Related Standards	N/A
Storage Location	iCobb
HR Last Review Date	November 2020
HR Next Review Date	November 2022
HR Review Cycle	Every 2 years

1. PURPOSE

To provide regulations concerning uniforms and clothing allowances issued by the County.

2. SCOPE

This policy applies to all Employees. If you have questions regarding this policy, contact the Human Resources Department.

3. POLICY & PROCEDURES

It is the policy of the County that eligible employees wear approved uniforms during duty hours unless authorized otherwise.

1. The department head/elected official of each department shall use discretion in providing uniforms or a clothing allowance at the expense of the County to employees who are specifically required to wear a uniform as a condition of their employment. Each department head/elected official shall maintain an internal departmental uniform policy that identifies the designated positions, along with the specific allowances, conditions, and items approved for each position. Uniforms may be provided only if one or more of the following circumstances exist:
 - A. It is important that the employee be readily identifiable to the public as a County employee, either for the employee's safety or to allow the employee to perform his/her assigned duties effectively.
 - B. The work environment is such that normal clothing would become soiled, damaged, destroyed or otherwise diminished in value.
 - C. The work environment is such that special clothing is required for the employee's safety or welfare.
 - D. The uniforms are not worn or adaptable for general use as ordinary clothing.

Uniforms are to be worn during duty hours unless authorized otherwise by the department head or a designee.

4. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the Board of Commissioners.

5. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.



Uniform Policy

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	12-2011		Adoption
v.1.0-2020	09-2020	Human Resources	Reformat