

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Uniforms and Protective Clothing  
**POLICY NUMBER:** 2090  
**ADOPTED:** November 25, 2002  
**REVIEWED:** June 9, 2009; September 9, 2020, 11/09/20  
**AMENDED:** January 12, 2004; January 12, 2015, 11/09/20

**2090.10** The cost of employee uniforms including, but not limited to, jackets and shirts required by the District, shall be borne by the District.

**2090.11** Changes in uniforms required by the District shall be agreed upon by the District and employees required to wear such uniforms.

**2090.12** Care and laundering of required uniforms shall be the responsibility of the employee.

**2090.13** Personal protective equipment such as rubber boots, gloves, goggles, safety glasses, face shields, respirators and hard hats shall be purchased by the District for use by employees.

**2090.20** All new Utility Workers will be issued five long sleeved shirts and one jacket at the expense of the District and receive a pant allowance of \$190 every year from the date of hire at the expense of the District. Shirts and jackets will be replaced approximately every two years or as needed. Each new field staff employee shall receive a \$200 allowance for the purchase of work boots upon hire, and every two years thereafter.

**2090.21** Office staff covered by this MOU shall receive on their anniversary date payment of \$100.00 for the purchase of business casual dress shirts, blouses or collared tops.

**2090.30** The District reserves the option of authorizing reimbursements to qualifying employees upon proof of purchase, or of arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased.

**2090.31** The employee shall secure pre-approval from the General Manager or his/her designee of any uniform purchase for which the employee will be seeking reimbursement.

**2090.40** District purchased or reimbursed uniforms and personal protective equipment shall remain the property of the District. Such uniforms and personal protective equipment shall be used by the employee while performing District related duties including travel.

**2090.50** If an employee for whom uniforms were purchased or reimbursed is separated from District employment for any reason, his or her uniforms shall be returned to the District at the same time as his/her final paycheck is issued.