

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 6010: Uniforms and Protective Clothing

6010.10 Appearance and dress of employees serving the public is important for the success of both Carmichael Water District (District) and employees. Consequently, all employees will be neat in appearance and dress. Employees designated to wear a District uniform, as described below, shall wear uniform items that are presentable and in good repair. Employees reporting to work in uniform items that are soiled, torn, ripped, ragged, contain holes, or are not the required color (e.g., blue denim pants) shall be sent home without pay until they return to the District office in appropriate attire.

6010.20 The cost of uniform/clothing items and/or protective clothing, boots, etc., that designated employees are required to wear shall be borne by the District. Managerial/supervisory staff is not included in this designation.

6010.30 The compensation paid by the District or the monetary value for the purchase and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain, excluding items that are solely for personal health and safety, such as vests and safety shoes, is designated as “special compensation” as required by California Public Employees’ Retirement System (CalPERS) statutes, regulations, and policies.

6010.40 Uniforms shall be worn during regular hours of work as well as any hours worked in paid status. Any employee who does not wear the District uniform at work will be sent home without pay until the employee arrives wearing the proper District uniform.

6010.50 The employee shall be responsible for the maintenance and any replacement cost that exceeds the annual amounts provided by the District of District required uniform items.

6010.60 The District shall provide District tee shirts to each designated employee as needed. These shirts will be the employee’s responsibility to maintain. District tee shirts are not suitable for everyday wear outside of working hours, and employees shall wear District uniforms only while on duty and traveling to and from District work.

6010.70 The District will provide an appropriate insulated winter style jacket for seasonal use as needed. The District will provide an appropriate style sweatshirt for seasonal use as needed. District provided winter jackets and sweatshirts are not suitable for everyday wear outside of working hours, and employees shall wear District uniforms only while on duty and traveling to and from District work.

6010.80 The District will provide a sum of two hundred and fifty-five dollars (\$255) every year for the purchase of leather steel toed safety work boots. For purposes of this section, “leather steel toed safety work boots” are those safety work boots that are in compliance with Cal/OSHA standards for Foot Protection (8 C.C.R. Section 3385).

6010.80.1 For new employees, the amount paid will be twenty-one dollars and twenty-five cents (\$21.25) per month for the balance of the fiscal year providing the new hire passes the probationary period for payment.

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6010.80.2 Leather steel toed safety boots shall be worn by the employee during regular work hours as well as any hours worked in paid status. Any employee who does not wear leather steel toed safety work boots at work will be sent home without pay until the employee arrives back at the District office wearing the proper work boot. These safety boots are not suitable for everyday wear outside of working hours and employees shall wear them only while on duty and traveling to and from District work.

6010.80.3 The employee shall be responsible for the maintenance of their leather steel toed safety work boots. Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn.

6010.90 The District will provide a sum of thirty-five dollars (\$35)/each for the purchase of ten (10) blue colored denim and/or durable canvas work pants for each fiscal year. For purposes of this section blue colored "durable canvas work pants" refers to Dickies or Carhartt brand durable work pant.

6010.90.1 For new employees, the amount will be twenty-nine dollars and seventeen cents (\$29.17) per month for the balance of the fiscal year providing the new hire passes the probationary period for payment.

6010.90.2 Blue colored denim and/or durable canvas work pants shall be worn by the employee during regular work hours as well as any hours worked in paid status. Any employee who does not wear blue colored denim and/or durable canvas work pants will be sent home without pay until the employee arrives wearing the proper blue colored denim and/or durable canvas work pant.

6010.90.3 The employee shall be responsible for the maintenance and replacement cost of their blue colored denim and/or durable canvas work pants.

6010.100 The District will furnish and assign rain clothes and rain boots for the use of field service personnel, who as a matter of regular routine, are frequently required to work for prolonged periods in the rain or other unreasonable wet conditions. District provided and assigned rain clothes and rain boots are not suitable for everyday wear outside of working hours, and employees shall wear these District uniforms only while on duty.

6010.110 The District will furnish and assign a hard hat and traffic safety vest to each employee for use under hazardous conditions. Failure to use any safety items required by the District is a violation of District Policy and California Occupational Safety and Health Administration (Cal/OSHA) requirements and the employee will be subject to the District's disciplinary procedures up to and including dismissal. District provided and assigned hard hats and safety vests are not suitable for everyday wear outside of working hours, and employees shall wear these District uniform items only while on duty and working under hazardous conditions.