



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.5

TO: All City of Dublin Employees Within Streets & Utilities, Parks, Facilities, Engineering, and Fleet

FROM: Marsha I. Grigsby, City Manager

SUBJECT: Uniforms for Personnel within Streets & Utilities, Parks, Facilities, Engineering, and Fleet

DATE: January 6, 2011

Supersedes and replaces Administrative Order 2.5 dated 05/03/07

I. **Purpose.** The purpose of this Administrative Order is to set forth the policy governing the issuance, type, use, care and proper wearing of City provided uniforms for full-time and seasonal employees in the Maintenance Worker, Sign Worker, Custodial Worker, Auto Mechanic, Electrical Worker, Forester, Horticulturist, Assistant Forester, Assistant Horticulturist, Parks Administrator, Parks Operations Specialist, Parks Crew Supervisor, Operations Administrator, Maintenance Supervisor, Maintenance Crew Leader and Fleet Administrator classifications.

II. **Policy.** The City of Dublin provides uniforms to employees to:

1. Assure that employees are appropriately attired for the duties they are asked to perform.
2. Assure that employees are easily recognized and identified by the public as City employees.
3. Assure that employees present a neat and professional appearance, reflecting a positive image to the public.
4. Provide cost savings to employees who work in conditions where clothing is easily ruined.

Employees are required to wear the assigned uniform during the performance of their job duties. Uniforms are to be readily visible (i.e. not covered up with sweatshirts, sweaters, etc.) during working hours. It is permissible for employees to cover up uniforms when leaving or coming to work. It is each employee's responsibility to ensure his/her uniform is in proper order and properly maintained at all times. Employees shall not be permitted to wear the issued uniforms for private, non-job related purposes. The issued items are the property of the City of Dublin.

III. **Uniform Components.** The City shall determine the components, styles and colors of the uniforms to be issued to employees. The uniform items supplied to employees may be rented by the City, purchased by the City, purchased by the employee, or a combination of rentals and purchases. The City has sole authority for entering contracts with suppliers for the rental or purchase of uniform items.

1. **Pants.** The pants issued to employees are provided by a uniform rental company and are supplied on a "5 change" basis consisting of 11 pairs of pants. The styles, fabrics, and colors of pants to be issued to employees in each classification are listed in *Attachment A*. For those classifications permitted to wear jeans, the combination of jeans and a t-shirt is not deemed acceptable except in the case of auto mechanics. Auto mechanics are permitted to wear City provided Carhartt jeans and City provided black t-shirts.

2. Shirts. A combination of rental shirts and purchased shirts is offered to employees. The styles, fabrics, colors, and quantities of shirts to be issued to employees in each classification are listed in *Attachment A*. The ANSI t-shirts are deemed to be Personal Protective Equipment or safety apparel (i.e. not a part of the “uniform”) and purchase, issuance, wear, etc. of the ANSI shirts is covered in Administrative Order 3.2.
3. Shorts. A limited number of shorts will be provided via the rental contract at the employee’s option (see *Attachment A*). If employees desire to acquire additional pairs of shorts they must purchase the shorts at their own expense from the rental service provider. All arrangements for such purchases are between the vendor and the employee only. Shorts may be worn as weather warrants and with the good judgment of the employee. For safety reasons, shorts may not be worn while grinding, operating a weed-eater, chain saw, welder, cutting torch, or chipper; while planting trees; while applying chemicals to turf or landscape beds; while cleaning up hazardous materials or working in conditions where exposure to chemicals could occur; or other situations deemed inappropriate by the employee’s immediate supervisor. Shorts are *not* authorized when representing the City at training, conferences or meetings with any individuals external to City staff.
4. Hats. Baseball style caps and visors are issued to employees. Employees have the option to select two of three offered styles (see *Attachment A*). Caps and visors include the City logo on the front. Employees may choose to have their work unit embroidered on the back of the caps at the employees’ expense. No other marking, embroidery, pins, badges, etc. are permitted on the caps. Only the hats provided by the City are permissible for wear with the City uniform. Hardhats and broad brim/sun hat are deemed to be Personal Protective Equipment or safety apparel (i.e. not a part of the “uniform”) and purchase, issuance, wear, etc. is covered in Administrative Order 3.1.
5. Foot wear. Shoes and boots are deemed to be Personal Protective Equipment or safety apparel (i.e. not a part of the “uniform”) and purchase, issuance, wear, etc. is covered in Administrative Order 3.1.
6. Overalls, Jackets, Coats, and other Outerwear. The City will provide annual allowances for employees to purchase overalls, jackets, coats, etc. (collectively “outerwear”) in accordance with *Attachments B1, B2 and B3*. Only the authorized styles and colors listed in *Attachments B1, B2 and B3* will be authorized. The City will continue to purchase and issue toboggans and specialty gloves to the appropriate staff.
7. Personal Protective Equipment/Safety Apparel. The purchase, issuance, wear, etc. of Personal Protective Equipment or safety apparel is governed by Administrative Orders 3.1 and 3.6

IV. ***Cleaning of Uniforms.*** It is each employee's responsibility to ensure his/her uniform is in proper order and properly maintained at all times. To assist employees in keeping their uniforms clean the following practices have been established:

1. The rental agreement includes provisions for the cleaning and maintenance of rental uniforms. Employees are encouraged to fully utilize this service. Should an employee choose not to use the cleaning service he/she will be responsible for cleaning his/her uniforms on his/her own time.
2. Uniform articles that are purchased by the City or by the employee will be cleaned by the employee on his/her own time. Should an employee be unable to clean the uniforms at home, due to extreme circumstances (such as uniform becoming excessively dirty during a regular work shift requiring the employee to immediately clean items in order to return to work), he/she may use the washer/dryer provided by the City, with approval by appropriate supervisor.
3. If an employee chooses to purchase additional shorts from the rental service provider, it is the employee's responsibility to keep the shorts clean and in good repair (rental shorts will be cleaned and maintained by the service provider).

V. ***Replacement of Uniform Components.*** After initial issuance all uniform components purchased by the City will be replaced on an "as needed" basis. An employee desiring the replacement of an item(s) will submit the item(s) to his/her supervisor for inspection. If the supervisor concurs the item(s) should be replaced he/she will authorize the purchase of a replacement item(s). Replaced items will be returned to the City for disposition.

Replacement of any uniform components purchased by the employee is the responsibility of the individual employee. Uniform components should not be excessively worn or defective in any way. It is the responsibility of managers and crew supervisors to perform informal, daily inspections of their employees to ensure that they have the proper uniform components and that they are not excessively worn or defective.

If it is determined that an employee must replace a component of his/her uniform, that was purchased by the employee, he/she will be notified by their supervisor and will be required to replace the item(s) within one (1) week, except in the case of footwear (please see AO 3.1 for details).

VI. ***Modification of Uniform Components.*** Employees may not modify the issued uniform with additional embroidery, silk screening, other markings, pins, badges, patches, or other personally supplied items. Employees may at their own expense have their work unit identification (e.g., turf crew, sewer crew, etc.) embroidered on the back of their uniform hats.

VII. ***Outside Training and Conferences:*** Employees are encouraged but not required to

wear uniforms while attending outside training or conferences. If employees do not desire to wear the City uniform, employees are authorized to wear the City provided staff shirt and/or sweatshirt. Employees when representing the City in an official capacity should dress in such a manner as to reflect a positive and professional image.

- VIII. ***Special Conditions/Arrangements.*** Occasionally employees have special health associated conditions that conflict with certain uniform items. When these health conditions are known the City will address them on a case-by-case basis. An employee claiming a health condition may be asked for a written document from his/her physician.
- IX. ***Other Conditions.*** Occasionally, an employee may be asked to perform certain duties or attend a meeting at which it would not be appropriate for the employee to wear a uniform. The employee's supervisor will determine the appropriate style of dress for the employee(s) in these situations.
- X. ***Lost Uniform Items.*** Should an employee lose City-provided/purchased uniform items, the employee shall be required to reimburse the City directly for the cost of such items or the City shall deduct the cost of such items from the employee's wages/salary to the maximum amount permitted by federal and state law. (At the time of issuance of such items, the employee shall be required to sign the attached "Agreement" form indicating that the employee agrees to reimburse the City for the cost of such lost items or to such payroll deduction.)

Should an employee lose required uniform items purchased by the employee, the employee shall be required to pay for the replacement of the lost item(s).

- XI. ***Separation from Employment.*** Upon separation from employment, the employee shall return all City – provided/purchased uniform items. Should the employee fail to return all such items, the City shall deduct the cost of such items from the employee's final paycheck to the maximum amount permitted by federal and state law. (At the time of issuance of all City-provided/purchased uniform items, the employee shall be required to sign the attached "Agreement" form indicating that the employee agrees to such payroll deduction.) This does not include any uniform components purchased by the employee, which shall be retained by the employee upon separation from employment.
- XII. ***Accountability.*** The employee's immediate supervisor shall annually inspect all uniform items issued to the employee or purchased by the employee to ensure each item is in a proper state of maintenance and appearance. The immediate supervisor will maintain an equipment/uniform inventory log (Attachment C) for each employee. Prior to issuance each equipment/uniform item will be marked to identify date of issuance and the employee to whom the item is being issued using a laundry marker or other permanent marker. Before replacement items are issued employees must turn-in previously issued items.

Attachments:

Attachment A	Uniform List by Classification
Attachment B1 employees)	Authorized Outerwear List by Classification (Full-Time
Attachment B2 employees)	Authorized Outerwear List by Classification (Seasonal
Attachment B3	Authorized Outerwear Options by Classification
Attachment C	Employee Uniform Inventory Log
Attachment D	Agreement To Reimburse
Attachment E	Agreement To Replace

Attachment A
Uniform List by Classification

Uniform Options Form - Maintenance Workers, Sign Workers, Custodians, Mechanics

Style	Opt. 1__	Opt. 2__	Opt. 3__
Rental Shirts, button up (blue/green)	11	6	0
T-shirts, short sleeve (ash gray – maintenance and custodial workers) and (black – auto mechanics only)	6	8	10
- Substitute two long sleeve t-shirts in place of two short sleeve t-shirts:			Yes____ No____
Hooded Sweatshirt (hunter green)	1	1	1
Crew-neck Sweatshirt (hunter green)	1	1	1
- Substitute 1 pullover wind-shirt in place of 2 sweatshirts (above):			Yes____ No____
Pants, Rental, blend (navy)	9	9	9
Pants, Rental, 100% (navy)	2	2	2
Denim/carhartt jeans - Mechanics Only	11	11	11
Pants, Rental, Jeans – Facilities Maint. Workers Only	1	1	1
Shorts, rental (navy, flat front)	5	5	5
- I do NOT want to wear shorts as a part of my uniform (check, no shorts needed)			No Shorts needed: __
Baseball style caps/visors (hunter green), Choice of mesh, flex fit, visor	2	2	2

Uniform Options Form - Seasonal Employees in the Maintenance Workers, Sign Workers, Custodians, and Mechanics Classifications

Style	Quantity
T-shirts, short sleeve (ash gray)	6
- Substitute two long sleeve t-shirts in place of two short sleeve t-shirts	Yes____ No____
Hooded Sweatshirt (hunter green)	1
Crew-neck Sweatshirt (hunter green)	1
Pants, Rental, blend (navy)	9
Pants, Rental, 100% (navy)	2
Shorts, rental (navy)	5 (part-time staff will only be issued 2)
- I do NOT want to wear shorts as a part of my uniform (check, no shorts needed)	No Shorts needed: __
Baseball style caps/visors (hunter green), Choice of mesh, flex fit, visor	2

Attachment A – Continued
Uniform List by Classification

Uniform Options Form - Crew Leaders

Style	Opt. 1__	Opt. 2__	Opt. 3__	
Rental Shirts, button up (blue)	11	6	0	
Polo-style shirts, short sleeve (ash gray)	6	8	10	
- Substitute two short sleeve t-shirts in place of two polo shirts (ash gray)				Yes_____ No_____
- Substitute two long sleeve polo shirts in place of two short sleeve polo shirts				Yes_____ No_____
Hooded Sweatshirt (hunter green)	1	1	1	
Crew-neck Sweatshirt (hunter green)	1	1	1	
- Substitute 1 pullover wind-shirt in place of 2 sweatshirts (above):				Yes_____ No_____
Pants, Rental, blend (khaki, pleated only)	11	11	11	
Shorts, rental (khaki, pleated only)	5	5	5	
- I do NOT want to wear shorts as a part of my uniform (check, no shorts needed)				No Shorts needed: ____
Baseball style caps/visors (hunter green), Choice of mesh, flex fit, visor	2	2	2	

Uniform Options Form – Horticulture and Forestry Assistants

Style	Opt. 1__	Opt. 2__	Opt. 3__	
Rental Shirts, button up (blue)	6	0	0	
T-shirts, short sleeve (pine green)	7	8	2	
- Substitute two long sleeve t-shirts in place of two short sleeve t-shirts (hunter green)				Yes_____ No_____
Polo style shirt (pine green)	1	2	8	
Hooded Sweatshirt (hunter green)	1	1	1	
Crew-neck Sweatshirt (hunter green)	1	1	1	
- Substitute 1 pullover wind-shirt in place of 2 sweatshirts (above):				Yes_____ No_____
Pants, Rental, blend (khaki, pleated only)	11	11	11	
Shorts, rental (khaki, pleated only)	5	5	5	
- I do NOT want to wear shorts as a part of my uniform (check, no shorts needed)				No Shorts needed: ____
Baseball style caps/visors (hunter green), Choice of mesh, flex fit, visor	2	2	2	

Uniform Options Form – Seasonal Horticulture and Forestry Workers

Style	Number of articles	
T-shirts, short sleeve (Pine)	6	
- Substitute one long sleeve t-shirt in place of one short sleeve t-shirt:		
		Yes_____ No_____
Hooded Sweatshirt (hunter green)	1	
Crew-neck Sweatshirt (hunter green)	1	
Pants, Rental, blend (Khaki-pleated only)	11	
Shorts, rental (Khaki)	5 (part-time staff will only be issued 2)	

- I do NOT want to wear shorts as a part of my uniform (check, no shorts needed)	No Shorts needed: ____
Baseball style caps/visors (hunter green), Choice of mesh, flex fit, visor	2

***Directors are authorized to provide Administrators with appropriate uniform components as necessary. These uniform components are not to exceed those items provided to Crew Supervisors.

Uniform List by Classification

Uniform Options Form – City Forester, City Horticulturist, Maintenance Supervisors

Style	Number of articles	
Polo-style short sleeve (cypress)	10	
- Substitute two long sleeve polo shirts in place of two short sleeve polo shirts (cypress):		Yes _____ No _____
- Substitute two short sleeve t-shirts in place of two short sleeve polo shirts (pine)*:		Yes _____ No _____
Hooded Sweatshirt (hunter green)	1	
Crew-neck Sweatshirt (hunter green)	1	
- Substitute 1 pullover wind-shirt in place of 2 sweatshirts (above):		Yes _____ No _____
Pants, Rental, blend (Khaki, pleated only)	11	
Shorts, rental (Khaki, pleated only)	5	
- I will do NOT want to wear shorts as a part of my uniform (check, no shorts needed)		No Shorts needed: _____
Baseball style caps/visors (hunter green), Choice of mesh, flex fit, visor	2	

*Supervisors may choose to receive 2 short sleeve polo shirts to be worn while working “in the field.”

Uniform Options Form – Electrical Workers

Style	# of Articles	
Rental Shirts, button up (blue)	6	
T-shirts, short sleeve (ash gray)	8	
- Substitute two long sleeve t-shirts in place of two short sleeve t-shirts:		Yes _____ No _____
Hooded Sweatshirt (hunter green)	2	
Crew-neck Sweatshirt (hunter green)	3	
- Substitute 1 pullover wind-shirt in place of 2 sweatshirts (above):		Yes _____ No _____
Pants, Rental, Gray, 100% cotton	6	
Pants, Rental, Jeans	6	
Baseball style caps/visors (hunter green), Choice of mesh, flex fit, visor	2	

Attachment B1
Authorized Uniform Outerwear List
 (Information below is specific to Full-Time employees)

Item Description		Mfgr./Model Name		
<i>Carhartt Brand Outer wear</i>				
Non-Lined (Insulated) Bib Overalls (no zipper) (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
Non-Lined (Insulated) Bib Overalls (with zipper) (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
Light weight Jacket or Coat w/hood (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
		Carhartt or Similar in Appearance to Carhartts		
		Carhartt or Similar in Appearance to Carhartts		
Lined (Insulated) Bib Overalls(red lining) (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
Lined (Insulated) Bib Overalls(black arctic lining) (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
Lined (Insulated) coat or jacket w/ hood (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
		Carhartt or Similar in Appearance to Carhartts		
Lined (Insulated) one-piece coverall (quilt lining) (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		

Lined (Insulated) one-piece coverall (arctic lining) (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
Non-Lined (Insulated) pants (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
Lined (Insulated) pants (Color – Tan)	*Employee Choice – see AO	Carhartt or Similar in Appearance to Carhartts		
<ul style="list-style-type: none"> • For detailed outerwear options by classification see Attachment B3 • Fulltime employees will receive an annual uniform allowance to purchase uniform authorized components: one non-lined (non-insulated) bib overalls ; one pair of one non-lined (non-insulated) pants; one light weight jacket or coat with hood; one lined (insulated) bib overalls; and one pair lined (insulated) pants; one lined (insulated) coat or jacket with hood. Employees may purchase a one-piece coverall with either quilt or arctic lining and/or a pair of lined (insulated) bib overalls, lined (insulated) pants and coat with hood. All above mentioned uniform components must be purchased in a tan color. 				
Misc. Outer wear				
Item Description	Vendor	Mfgr./Model Name	Model/Style No.	Unit Cost
Pullover Wind (<i>Fulltime employees may receive a pullover wind-shirt in lieu of 2 sweatshirts</i>)	Two Rivers Logo	Port Authority	J731	\$40.50
Knit toboggan cap	Two Rivers Logo	Port Authority	CP90	\$7.45
Safety T-shirt (ANSI Class 2), with logo – Chipper Crews only	Safety Solutions		470 911PLA-U93 (Lime Green) SHORT SLEEVE	\$24.60-\$30.85
Safety Pants (ANSI Class 3), with logo	Safety Solutions		470 LHV4 PANT SP (Lime Green)	\$32.00-\$38.00

Item Description	Vendor	Mfgr./Model Name	Model/Style No.	Unit Cost
Rainsuit (ANSI Class 3)	Safety Solutions		Pants: LHVPANT2H YEL/GREEN RAINSUIT Jacket: LHVJKULS3 YELLOW/GREEN UNLINED RAINSUIT	Pants: \$53.40 Jacket: \$69.42
Safety Vest (ANSI Class 2)	Safety Solutions		LHV4ANSI2H CB5 PLATINUM VEST	17.35
Hard Hat	Safety Solutions	Wilson	Alpha	4.87
Hard Hat Liner	Safety Solutions	OccuNomix	SD580	4.67
Earmuffs	Safety Solutions	Dave Clarke	10A	21.30
<i>Sunglasses – employee choice of one of the following</i>				
Safety Glasses (clear)	Safety Solutions	Cudas	19142	4.41
Safety Glasses (tinted)	Safety Solutions	Silver Mirror Nomad	308	1.91
Safety Glasses	Safety Solutions	Starlight	460M 4683 467M	1.80
Safety Glasses	Safety Solutions	Nomad	3005357 (19535)	5.14
Safety Glasses	Safety Solutions	UVEX Astro OTG	3001	5.24
Safety Glasses	Safety Solutions	Crews Prodigy SLX	82112	
Safety Glasses	Safety Solutions	Wilson Prevail	6353 6356	5.04
Safety Glasses	Safety Solutions	Gateway Fusion	47789	
<ul style="list-style-type: none"> • The City will spend a maximum of \$6.00 per pair on safety/sunglasses. • Employees may choose his/her preferred style of safety/sunglasses from the approved list. All styles must be ANSI compliant. Similar to other uniform/PPE items the style of glasses must not include any logos or 				

markings promoting a commercial enterprise (e.g. NASCAR, Ohio State University Buckeyes, Harley Davidson, etc.).				
<ul style="list-style-type: none"> • If an employee desires a style comparable to those on the approved list but costing more than \$6.00 he/she will be responsible for supplying his/her own glasses. The City will not be responsible for reimbursing the employee the \$6.00. • Employees are required to wear full safety goggles in accordance with established safety policies when performing certain job duties. 				
Authorized Gloves				
Item Description	Vendor	Mfgr./Model Name	Model/Style No.	Unit Cost
Gloves – Jersey (City issued to seasonal employees only)				
Gloves - full leather (unlined) (City issued to seasonal employees only)				
Gloves – vinyl (hort./forestry crews)	Safety Solutions	Flex Tuff		\$15/doz.
*Full-time permanent employees may choose to purchase. Mechanix brand gloves are not approved for employees performing certain duties, see Administrative Order 3.1. Leather gloves will be provided to these employees.				
*Footwear – all shoes/boots must comply with the requirements as listed in AO 3.1				
Steel toe boots	*Employee Choice – see AO	*Employee Choice – see AO		

Employees are responsible to have all issued and purchased uniform component items available to them at all times they are at work. Employees will be required to use some form of leave (personal, comp., vacation) to retrieve any uniform or personal protective gear issued or purchased and not readily available when needed.

***Vendor, Manufacturer and Model Name/Number are all subject to change as necessary.

Attachment B2

Authorized Uniform Outerwear List

(Information below is specific to seasonal employees)

Item Description	Vendor	Mfgr./Model Name	Model/Style No.	Unit Cost
<i>Carhartt Brand Outer wear</i>				
Non-Lined (Insulated) Bib Overalls (no zipper)	Safety Solutions	Carhartt	R01BRN	\$40.00
Non-Lined (Insulated) Bib Overalls (with zipper)	Safety Solutions	Carhartt	R37BRN	\$50.00
Light weight Jacket or Coat w/hood	Safety Solutions	Carhartt	J138BRN	\$56.74
			J01BRN	\$37.10
			C01BRN	\$44.30
Lined (Insulated) Bib Overalls(red lining)	Safety Solutions	Carhartt	R02BRN	\$62.08
Lined (Insulated) Bib Overalls(black artic lining)	Safety Solutions	Carhartt	R03BRN	\$74.09
Lined (Insulated) coat or jacket w/ hood	Safety Solutions	Carhartt	C03BRN	\$70.09
			J02BRN	\$60.08
Lined (Insulated) one-piece coverall (quilt lining)	Safety Solutions	Carhartt	X01BRN	\$68.15
Lined (Insulated) one-piece coverall (artic lining)	Safety Solutions	Carhartt	X02BRN	\$87.55
Non-Lined (Insulated) pants	Safety Solutions	Carhartt	B01BRN	\$31.37
Lined (Insulated) pants	Safety	Carhartt	B11BRN	\$35.00
<ul style="list-style-type: none"> • <i>For detailed outerwear options by classification see Attachment B3</i> • <i>OTFT employees are provided one non-lined (non-insulated) bib overalls/pants or one lined (insulated) bib overalls/pants. The Division Director determines which pants will be issued based upon the environmental conditions in which the employee works. The employee may choose the option of bib-overalls or pants. Employees may choose either a light weight jacket or coat with hood or one lined (insulated) coat or jacket with hood.</i> 				
<i>Misc. Outer wear</i>				
Item Description	Vendor	Mfgr./Model Name	Model/Style No.	Unit Cost
Pullover Wind (<i>Fulltime employees may receive a pullover wind-shirt in lieu of 2 sweatshirts</i>)	Two Rivers Logo	Port Authority	J731	\$40.50
Knit toboggan cap	Two Rivers Logo	Port Authority	CP90	\$7.45
Safety T-shirt (ANSI Class 2), with logo – Chipper Crews only	Safety Solutions		470 911PLA-U93 (Lime Green) SHORT SLEEVE	\$24.60-\$30.85
Safety Pants (ANSI Class 3), with logo	Safety Solutions		470 LHV4 PANT SP	\$32.00-\$38.00

			(Lime Green)	
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Item Description	Vendor	Mfgr./Model Name	Model/Style No.	Unit Cost
Rainsuit (ANSI Class 3)	Safety Solutions		Pants: LHVPANT2H YEL/GREEN RAINSUIT Jacket: LHVJKULS3 YELLOW/GREEN UNLINED RAINSUIT	Pants: \$53.40 Jacket: \$69.42
Safety Vest (ANSI Class 2)	Safety Solutions		LHV4ANSI2H CB5 PLATINUM VEST	\$17.35
Hard Hat	Safety Solutions	Wilson	Alpha	\$4.87
Hard Hat Liner	Safety Solutions	OccuNomix	SD580	\$4.67
Earmuffs	Safety Solutions	Dave Clarke	10A	\$21.30
<i>Sunglasses – employee choice of one of the following</i>				
Safety Glasses (clear)	Safety Solutions	Cudas	19142	\$4.41
Safety Glasses (tinted)	Safety Solutions	Silver Mirror Nomad	308	\$1.91
Safety Glasses	Safety Solutions	Starlight	460M 4683 467M	\$1.80
Safety Glasses	Safety Solutions	Nomad	3005357 (19535)	\$5.14
Safety Glasses	Safety Solutions	UVEX Astro OTG	3001	\$5.24
Safety Glasses	Safety Solutions	Crews Prodigy SLX	82112	
Safety Glasses	Safety Solutions	Wilson Prevail	6353 6356	\$5.04
Safety Glasses	Safety	Gateway	47789	

	Solutions	Fusion		
<ul style="list-style-type: none"> The City will spend a maximum of \$6.00 per pair on safety/sunglasses. Employees may choose his/her preferred style of safety/sunglasses from the approved list. All styles must be ANSI compliant. Similar to other uniform/PPE items the style of glasses must not include any logos or markings promoting a commercial enterprise (e.g. NASCAR, Ohio State University Buckeyes, Harley Davidson, etc.). If an employee desires a style comparable to those on the approved list but costing more than \$6.00 he/she will be responsible for supplying his/her own glasses. The City will not be responsible for reimbursing the employee the \$6.00. Employees are required to wear full safety goggles in accordance with established safety policies when performing certain job duties. 				
Authorized Gloves				
Item Description	Vendor	Mfgr./Model Name	Model/Style No.	Unit Cost
Gloves – Jersey (City issued to seasonal employees only)		Carolina Glove	9JPD	1.64
Gloves - full leather (unlined) (City issued to seasonal employees only)		Gloves Inc.	B2600	2.97
Gloves – vinyl (hort./forestry crews)	Safety Solutions	Flex Tuff		\$15/doz
<p>Mechanix brand gloves are not approved for employees performing certain duties, see Administrative Order 3.1. Leather gloves will be provided to these employees.</p> <p>Gloves will be provided to seasonal employees as the division Director deems appropriate based on the environmental conditions in which the employee works.</p>				
*Footwear – all shoes/boots must comply with the requirements as listed in AO 3.1				
Steel toe boots (See AO 3.0, IX – Purchasing Procedures, Section A for specific information)	*Employee Choice – see AO	*Employee Choice – see AO		

Employees are responsible to have all issued and purchased uniform component items available to them at all times they are at work. Employees will be required to use some form of leave (personal, comp., vacation) to retrieve any uniform or personal protective gear issued or purchased and not readily available when needed.

***Vendor, Manufacturer and Model Name/Number are all subject to change as necessary.

Attachment B3

Authorized Uniform Outerwear Options by Classification

Outerwear Uniform Options for Fulltime employees	
Option 1	
Item	
Non-Lined (Non-Insulated) Bib Overalls (no zipper) (Purchased by the Employee)	
Light weight Jacket or coat w/hood (Purchased by the Employee)	
Lined (Insulated) Bib Overalls(black arctic lining) (Purchased by the Employee)	
Lined (Insulated) coat or jacket w/ hood (Purchased by the Employee)	
Pullover Wind-shirt* (City Issued)	
Knit toboggan cap (City Issued)	
Option 2	
Item	
(Non-Insulated) Bib Overalls(with zipper) (Purchased by the Employee)	
Light Jacket w/hood (Purchased by the Employee)	
(Insulated) Bib Overalls(red lining) (Purchased by the Employee)	
(Insulated) coat w/ hood (Purchased by the Employee)	
Pullover Wind-shirt* (City Issued)	
Knit toboggan cap (City Issued)	
Option 3	
Item	
(Non-Insulated) pants (Purchased by the Employee)	
Light Jacket w/hood (Purchased by the Employee)	
(Insulated) pants (Purchased by the Employee)	
(Insulated) coat w/ hood (Purchased by the Employee)	
Pullover Wind-Shirt* (City Issued)	
Knit toboggan cap (City Issued)	
*Fulltime employees may receive a pullover wind-shirt in lieu of 2 sweatshirts (see Attachment A).	

Attachment B3 – Continued
 Authorized Uniform Outerwear List by Classification

Outerwear Uniform Options for Other Than Fulltime employees	
Option 1 (All City Issued Items)	
Item	
(Non-Insulated) Bib Overalls (no zipper)	
Light Jacket w/hood	
(Insulated) Bib Overalls(black arctic lining)	
(Insulated) coat w/ hood	
Knit toboggan cap	
Option 2 (All City Issued Items)	
Item	
(Non-Insulated) Bib Overalls(with zipper)	
Light Jacket w/hood	
(Insulated) Bib Overalls (red lining)	
(Insulated) coat w/ hood	
Knit toboggan cap	
Option 3 (All City Issued Items)	
Item	
(Non-Insulated) pants	
Light Jacket w/hood	
(Insulated) pants	
(Insulated) coat w/ hood	
Knit toboggan cap	

Attachment C
City of Dublin
Employee Uniform Inventory Log

Employee Name:										
Item	# Issued	Date Issued	# Issued/ Inventory	Date Issued						
Rental Shirts										
Short sleeve T-shirt										
Long sleeve T-shirt										
Short sleeve Polo Shirt										
Long sleeve Polo Shirt										
Sweatshirt, hooded										
Sweatshirt, crew neck										
Windshirt										
Rental (long) Pants khaki										
Rental (long) Pants, 65/35 blend										
Rental (long) Pants, cotton										
Rental (long) Pants, jeans										
Rental Shorts										
Baseball Style Cap, Mesh										
Baseball Style Cap, Flex fit										
Safari Hat										
Visor										
Toboggan										
Bib-overalls/pants (seasonal only)										
Lightweight jacket (seasonal only)										
Insulated bib-overalls/pants (seasonal only)										
Insulated coat w/hood (seasonal only)										
Knit toboggan style hat										
Protective vest										
Protective highway pants										
T-shirt - ANSI yellow										
Rain jacket - ANSI										
Rain pants - ANSI										

Employee Signature & Date of Inventory _____

(Signature of employee indicates employee acknowledges receipt of items and responsibility for maintenance of items issued.)

Signature of Supervisor Conducting Inventory: _____

Attachment D

**AGREEMENT TO REIMBURSE THE CITY FOR LOST UNIFORMS
AND FAILURE TO RETURN ALL CITY-PROVIDED / PURCHASED
UNIFORMS UPON SEPARATION**

I hereby agree that should I lose City-provided/purchased uniform items during my employment with the City of Dublin, I will reimburse the City for the cost of such items, or the City may deduct the cost of such items from my wages or salary to the maximum amount permitted by Federal and State Law.

I further hereby agree that upon separation of my employment with the City of Dublin, I shall return all City-provided/purchased uniform items. Should I fail to return all such items, the City may deduct the cost of such items from my final paycheck to the maximum amount permitted by Federal and State Law. Should there be an insufficient amount in my final paycheck to cover the cost of all such items, I understand an invoice will be sent to me for payment of the remaining amount.

Employee's Printed Name

Position Title

Employee's Signature

Date

Attachment E

AGREEMENT OF UNDERSTANDING REAGRDIING THE AUTHORIZED UNIFORM COMPONENTS AND TO REPLACE ANY LOST, EXCESSIVELY WORN OR DEFECTIVE UNIFORM COMPONENTS PURCHASED BY THE EMPLOYEE USING THE ANNUAL UNIFORM ALLOWANCE ISSUED BY THE CITY OF DUBLIN

I hereby agree that I fully understand and agree to purchase any necessary uniform components from the authorized uniform component list. I understand that if I do not purchase the proper uniform components my direct supervisor will ask that I replace these item(s) before my next scheduled work day.

I hereby agree that should I lose, have excessively worn or defective uniform items during my employment with the City of Dublin, it is my responsibility to replace these item(s) before the start my next scheduled work week except in the case of footwear (please see A.O. 3.1 for details).

Employee's Printed Name

Position Title

Employee's Signature

Date