

**CITY OF NEW BERN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.8
Subj: UNIFORM POLICY
To All City Employees
From Mark Stephens, City Manager
Maintained By: Administration and Human Resources
Date: October 2017
Update to May 5, 2014 Policy

Section 1. Purpose

The purpose of this policy is to provide guidance to City Employees to identify who shall be required to wear the City of New Bern’s uniform and guidelines for wearing such uniforms.

Section 2. Definitions

The Director of Human Resource, in consultation with Department Heads, shall make an initial determination of employee categories using the following category definitions. All employees shall be placed in one of the category definitions. Disputes between Human Resources and other Department Heads shall be resolved by the City Manager.

Department Head - An employee who heads one of the departments recognized by the City of New Bern Organizational Structure.

Employees Exposed to Electrical Hazards - Employees who must work in and around energized electric transmission lines or other electrical components and equipment.

Field Division Head – A division head who, in order to accomplish his/her job, supervises a workforce in which over 50% of the employees in the division supervised are Field Employees.

Field Employee – A non-supervisory employee of the City of New Bern who, in order to accomplish his/her job must spend 50% of their time outdoors doing various job related tasks.

Field Supervisor – A supervisory employee who, in order to accomplish his/her job, supervises a workforce in which over 50% of the employees supervised are field employees or are professional field employees.

Maintenance Employee – An employee whose job duties are primarily concentrated in cleaning, maintaining, or repairing equipment, vehicles, buildings, or other property owned or used by the City of New Bern. A maintenance employee may be a field employee or an employee who works in City owned buildings without spending more than 50% of their time in administrative and/or clerical work.

Office Employee – An employee of the City of New Bern who, in order to accomplish his/her job must spend 50% of their time in buildings owned or controlled by the City of New Bern and who also spends over 50% of their time in administrative and/or clerical work.

Office Division Head – A division head who, in order to accomplish his/her job, supervises a workforce in which less than 50% of the employees supervised are field employees.

Office Supervisor – A supervisory employee who, in order to accomplish his/her job, supervises a workforce in which less than 50% of the employees supervised are field employees.

Professional Field Employee – An employee who, as condition of employment must hold a degree or professional certification from an accredited college, university or state recognized agency and who, in order to accomplish his/her, must spend over 50% of their time outdoors in various parts of the City doing various job related task. An employee of this designation may be a supervisor.

Professional Office Employee – An employee who, as condition of employment, must hold a degree or professional certification from an accredited college, university, or state recognized agency and who spends over 50% of working time in administrative or office work. An employee of the designation may be a supervisor.

Public Safety Employee – An employee who performs their principal duties under the supervision of the Chief of Police or the Fire-Rescue Chief.

Support Services Employee – An employee whose job duties are primarily concentrated in directly supporting field activities in such a way that, during the course of their job, they could be expected that more than 25% of their duties to require physical activities that would include but not limited to any of the following type functions:

1. Lifting or moving heavy objects
2. Stacking or unstacking objects or material
3. Operating equipment other than vehicles that move under its own power
4. Climbing

An employee of this type may work either inside or outside of a City Facility.

For purposes of this policy, the following additional definition applies:

Flame Resistant (FR) – Apparel that meets the flame resistant, flame retardant and arc flash resistant clothing requirements of the American Society for Testing and Materials.

Section 3. Basic Uniform Regulations

1. All shirts are to have the City and Division Name embroidered or screen-printed over the left pocket, or City issued ID cards in lieu of a nametag.
2. FR clothing is required personal protective equipment and therefore the function of the clothing shall take precedent over any stylistic concerns noted in this policy. If it is determined that the clothing does not conform to this uniform policy to protect against hazards presented, the Department Head may purchase such clothing.
3. City issued FR yellow shirts meeting Class III ANSI 107-2004 High Visibility Garment Standard may be substituted for any of the above shirts at the discretion of the Department Head.
4. A Department Head or his/her designee may approve or disapprove the wearing of T-shirts for their respective departments.
5. Uniform colors are as follows:
 - a. All uniformed supervisors and professional field employees shall wear navy blue trousers, white uniform shirts, golf shirts, or oxford shirts and, if applicable, navy caps. Jackets shall be navy in color. Department Head(s) may choose to place field supervisors in light blue work shirts if the nature of work demonstrates that white clothing is not practical for that position.
 - b. All other uniformed personnel shall wear identical colors except the variation of shirts styles and color selection.
 - c. All footwear shall be predominantly dark in color.

Section 4. Requirement to Wear Uniform

A. Field Employees, Field Supervisors, Support Services Employees, Maintenance Employees, and Employees Exposed to Electrical Hazards

Field Employees, Field Supervisors, Support Services Employees, Maintenance Employees, and Employees Exposed to Electrical Hazards shall be required, as a condition of employment, to wear prescribed uniforms in accordance with this Uniform Policy of the City of New Bern.

4.A.1. Basic Uniform Issuance

The basic uniform issued for employees in these categories shall consist of:

- a. One (1) Industrial work jacket, zippered or FR jacket for required employees
- b. Six (6) Industrial work pants, work shorts if applicable, or FR pants for required employees

- c. One (1) Bib overalls or coveralls or FR bib overalls, (black, blue, navy in color)
- d. Twelve (12) shirts in any combination of:
 - 1.) Long sleeve industrial shirts
 - 2.) Short sleeve industrial shirts
 - 3.) City issued T-shirts
 - 4.) Long Sleeve FR shirts for Electrical Hazard Employees
 - 5.) City issued yellow T-shirts meeting Class III ANSI 107-2004 High Visibility Garment Standard, FR T-shirts for required employees, or 100% cotton T-Shirts for FR required employees
 - 6.) City issued Golf shirts with no pockets

4.A.2. Replacement Uniforms

The replacement uniforms issued for employees in these categories shall consist of:

- a. Three (3) Industrial Work Pants or Work Shorts if applicable -Annually
- b. Six Shirts annually in any combination of:
 - 1.) Industrial Work Shirt (Long Sleeve)
 - 2.) Industrial Work Shirt (Short Sleeve)
 - 3.) City issued T-shirts, City issued yellow T-shirts meeting Class III ANSI 107-2004 High Visibility Garment Standard
- c. Annual replacement of FR uniform exposed to Electrical hazards shall consist of:
 - 1.) Six (6) FR pants
 - 2.) Six (6) FR shirts
 - 3.) Six (6) 100% cotton shirts
 - 4.) City issued FR shirts meeting Class III ANSI 107-2004 High Visibility Garment Standard may be substituted at Department Head discretion
- d. Work Jackets or FR Work Jacket as needed with approval from Department Head or designee
- e. Employees who need additional uniform replacements may receive the replacement at no charge with the approval from Department Head or designee

B. Field Division Heads, Professional Field Employees, and Employees Exposed to Electrical Hazards

Field Division Heads, Professional Field Employees, or Employees Exposed to Electrical Hazards shall be required, as a condition of employment, to wear prescribed uniforms in accordance with the Uniform Policy of the City of New Bern.

4.B.1. Basic Uniform Issuance

The basic uniform issued to employees in these categories shall consist of:

- a. One (1) Jacket
- b. Six (6) Pants or Work Shorts if applicable
- c. Twelve (12) Shirts consisting of any combination of:
 - 1.) Long Sleeve Button Down Collar Oxford Shirts
 - 2.) Short Sleeve Button Down Collar Oxford Shirts
 - 3.) City issued Golf Shirts with no pockets
- d. The basic uniform issue for employees that are Exposed to Electrical Hazards shall consist of:
 - 1.) One (1) FR jacket
 - 2.) One (1) FR hooded sweatshirt
 - 3.) Six (6) FR pants or Work Shorts if applicable
 - 4.) Six (6) 100 % cotton shirts
 - 5.) Two (2) Long sleeve FR over shirts
- e. City issued FR yellow shirts Class III ANSI 107-2004 High Visibility Garment Standard may be substituted for any of the above shirts at the Department Head's discretion.

4.B.2. Replacement Uniforms

The replacement uniforms issued to employees in these categories shall consist of:

- a. Three (3) Pants-Annually or Work Shorts if applicable
- b. Six (6) shirts annually of any combination of:
 - 1.) Long Sleeve Button Down Collar Oxford Shirts
 - 2.) Short Sleeve Button Down Collar Oxford Shirts
 - 3.) City issued Golf Shirts with no pockets
- c. Work Jackets or FR Work Jackets for employees exposed to electrical hazards, with approval from Department Head or their designee. Hooded sweatshirts must be navy in color. FR sweatshirts will be issued to employees Exposed to Electrical Hazards.
- d. The replacement uniform for Employees that are Exposed to Electrical Hazards shall consist of:
 - 1.) Six (6) FR Pants or Work Shorts if applicable
 - 2.) Six (6) 100% Cotton Shirts
 - 3.) Two (2) long Sleeve FR Over shirts
- e. City issued FR yellow shirts meeting Class III ANSI 107-2004 High Visibility Garment Standard may be substituted for any of the above shirts at the Department Head discretion.

- f. Employees who need additional uniform replacements may receive replacements at no charge with the approval from the Department Head or designee.

Section 5. Provision of Uniforms for New Hires

The Department Head will determine duration a new employee must wait to receive their initial uniform issue; however, the period shall not exceed the duration of the new employee's probationary period.

Section 6. Uniforms for Public Safety Personnel

Public safety employees in the Police or Fire Departments shall follow the uniform policy set forth in their respective departmental SOP's for both shoes and clothing.

Section 7. Requirement to Wear Safety Shoes/Protective Footwear

City of New Bern employees shall wear protective footwear, as a requirement of work when working in areas where there is danger of foot injuries due to falling or rolling objects, objects piercing the sole, and where employee's feet are exposed to electrical hazards.

Additionally, the City of New Bern shall continually assess the workplace environment to determine foot hazards.

Section 8. Basic Safety Shoe/Protection Footwear Issuance

Safety shoes shall be a type approved by the City of New Bern Safety Officer and shall comply with all OSHA standards. An initial issue of safety shoes shall be made for all new hires at city expense, as determined by those required to wear protective footwear listed in section 8. The employee shall be responsible for any minor repairs that necessary to keep such shoes in a serviceable condition. In the event such footwear becomes unserviceable to the point that replacement shoes are needed, subsequent issues of safety shoes shall be made on presentation of the unserviceable pair of similar footwear at the employee's expense, with the exception of a manufacturer defect. Employees who are eligible for safety shoes may purchase one (1) new pair of safety shoes annually at the City of New Bern's expense. The Police and Fire Departments may purchase Two (2) new pairs of shoes (Safety and Dress Uniform Requirement) annually at the City of New Bern's expense within the Tier 1 level. The maximum allowed purchase price shall be on a Tier basis as listed below and approved by the Department Head.

- 1.) Tier 1 up to \$150.00
- 2.) Tier 2 up to \$200.00
- 3.) Tier 3 up to \$300.00

The employee is responsible for 100% percent of the costs exceeding the maximum allowed by their respective tier.

Section 9. Headgear**9a. Non-Protective Headgear**

Employees may wear non-protective headgear of their choice at the discretion of the Department Head, provided that it is in good condition and does not have graphics or wording. Soft caps with the City seal or logo are available to requisition through the Department of Finance's Purchasing and Warehouse Division

9b. Hard Hats

Hard hats are available to requisition through the Department of Finance's Purchasing and Warehouse Division. Employees may provide their own hard hats if the following conditions are met: the hard hat meets all safety requirements for the hazards to which the employee is exposed, it is considered to be at least as effective as the hard hats issued by the City, it is the correct color and style for the position held by the employee, and the employee presents the hard hat to their supervisor for approval prior to its use. The employee will bear the full cost of any hard hat not requisitioned through the Purchasing and Warehouse Division.

Section 10. Required Care of Uniforms, Shoes, and Headgear

Employees are expected to maintain City issued uniforms and shoes in a clean, neat, and serviceable manner.

Section 11. Inspection of Uniforms and Shoes Required

At the beginning of each work day, supervisors will examine the appearance and conditions of their staff uniforms to ensure that they are clean and worn properly. Shirts will be buttoned and tucked in at all times unless, for safety purposes, a supervisor determines that the uniform needs to be worn more loosely. Employees not adhering to these conditions shall be sent home without pay until the condition is corrected.

Section 12. Uniform Turn-In Requirement

Prior to receiving final compensation upon separation of employment, all uniforms and materials issued to the employee shall be turned into the Purchasing and Warehouse Division. Uniforms turned in for this purpose must be cleaned and turned in prior to release of final paycheck. The Purchasing and Warehouse Manager or his/her designee shall indicate in writing that these required conditions have been met prior to the disbursement of the final paycheck.

For additional replacement shirts which were purchased by the City and the employee jointly, the Purchasing and Warehouse Division staff will remove patches and return the shirts to the employee. Pants and safety shoes purchased jointly do not have to be returned. Once uniforms have been turned in by separated employee, a Purchasing and Warehouse Division staff member will contact the Department Head or designee that their division has uniforms to pick up for assessment of future use.

Section 13. Wearing of Uniform Off-Duty

Employees may wear City uniforms off-duty when coming to and returning from work. It is permissible that some errands may be done while in route either to or from the work place, such as but not limited to visiting the grocery store, gas station, laundry, bank or other errands of this nature. For errands not of the type listed in the prescribed conditions above, the City uniform may not be worn outside the work environment and will be considered a failure of personal conduct and a misuse of City property, which is subject to disciplinary action up to and including dismissal.

Any purchase or consumption of alcoholic beverages while in uniform is strictly prohibited.

Section 14. Purchasing of City Logo Oxford or Golf Shirts

The City Manager, Assistant City Manager, or Department Head may purchase City logo oxford or golf shirts for non-uniform employees to wear while in the office, on travel status, training, seminars, conferences, hosted events, etc. subject to the department's available funding and department head approval of style and color.

Section 15. Modification of Uniform Policy

This policy is an administrative policy and may be modified from time to time by the City Manager and or the Board of Alderman of the City of New Bern. In the event a Department Head wishes to provide a uniform item that does not comply with this uniform policy, the change must be approved in writing by the City Manager. A copy of the signed approval must be presented to the Purchasing & Warehouse Manager before any purchases can be made.



Mark A. Stephens

City Manager



Date