

Policy on Issuance and Wearing of Uniforms and Boots

This policy applies to all employees of Madison County Road Department, Engineering Department, Bridge & Culvert Department, and Building & Grounds Department (excluding office staff) who are provided uniforms and steel-toe work boots (“boots”) by the County.

Employees in certain designated jobs shall be required to wear County-approved uniforms and boots during working hours.

Uniforms are to be supplied to employees on an as-needed basis. To receive replacement uniforms or boots, the employee must return the old uniforms or boots.

Uniforms and/or boots are to be kept well maintained and may not be used for recreational or off-duty purposes. Uniforms and/or boots may not be worn at any secondary employment or while not on duty (except for commuting time).

The County will provide boots to employees only once per year through an approved vendor and may not exceed the dollar value approved by the Board of Supervisors. Employees wishing to purchase boots that exceed the approved value may do so if they pay the difference in cost. Employees wishing to purchase boots from any vendor outside of the approved agreement may do so at their own cost.

No employee shall affix, adorn or otherwise alter any County-provided work clothing by adding patches, emblems, pins, etc. unless such items are approved by their manager.

All issued uniforms/clothing and/or all issued boots must be returned to the issuing department within two (2) working days of retirement, resignation or termination of employment or transfer to an ineligible position. Should such articles not be returned or returned in poor condition, and it is determined that the employee is at fault, the replacement cost may be deducted from the employee’s final check in order to reimburse the County for the cost.

Employees who are provided such uniforms and boots by the County are expected to wear such uniforms and boots during work hours unless otherwise exempted by their direct manager. Failure to do so will result in the following:

- 1st offense in a rolling 12-month period – verbal warning (document to employee’s personnel file)
- 2nd offense in a rolling 12-month period – two day suspension without pay
- 3rd offense in a rolling 12-month period –grounds for termination

Employee is required to wear _____ uniform _____ steel-toed boots
(check appropriate item)

Employee Name (please print)

Employee Signature

Date

Department Head Signature

Date