



Delaware County Regional Sewer District Standard Operating Procedure

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CBA Uniforms	December 17 th 2015	May 29 th 2014	1	7

1.0 Purpose

- 1.1 The purpose of the Delaware County Regional Sewer District (*DCRSD*) Uniform Policy is to protect *Collective Bargaining Agreement* (CBA Article 23) *employees* from injury by providing safety shoes, safety gear, protective clothing, and uniforms that are in compliance with the minimum safety requirements in accordance with The General Duty Clause as stated in Section 5(a) (1) of the Occupational Safety and Health Act. The purpose of this Policy is also to ensure employees present a clean, neat, professional appearance; identify *DCRSD* employees to the general public; and establish consistent standards for all *DCRSD* departments.

2.0 General Policy

- 2.1 Uniforms, foul weather gear, safety, and other protective gear will be issued to all full-time CBA employees. All *CBA employees* shall wear uniforms at all times while on duty as outlined in this Standard Operating Procedure (SOP).
- 2.2 *Department Managers* shall be responsible for obtaining uniforms and gear for their personnel. New hires shall receive uniforms and gear as soon as possible after hire.

3.0 Uniforms and Gear Provided by Department

- 3.1 *Employees* are responsible to wear the appropriate uniform and gear for the work conditions, temperature, and weather for the time they are at work as outlined in this SOP.
- 3.2 Each Department may choose their respective color of uniforms and gear when available.
- 3.3 The quantity of uniforms shall typically be a minimum of eleven pants, eleven shirts, five sweatshirts, two jackets. The *CBA employees* may choose to use the purchased uniforms in lieu of the rental uniforms with the exception of the pants.
- 3.4 Uniforms and Gear will be provided specifically for the requirements of the *Chemists, Collections Department, Custodians, Inspectors, Maintenance Department, Package Plant Operations, Regional Wastewater Facility Operations, and Truck Drivers*.

3.5 Chemists

- 3.5.1 Rental Uniforms-The following inventory of weekly Rental Uniforms will be provided:
- Khaki work pants
 - Shirts--polo and/or button-down

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- Jackets

3.5.2 Purchased Uniforms and Gear

- Hooded sweat shirt with zippered front
- Winter wear coat/bibs/coveralls (Carhartts)
- T-Shirts or Polo Shirt
- Knit cap
- Ball cap
- Steel toe footwear
- Gloves

3.6 Collections Department

3.6.1 Rental Uniforms-The following inventory of weekly Rental Uniforms will be provided:

- Khaki work pants
- Shirts-- polo and/or button-down
- Jackets

3.6.2 Purchased Uniforms and Gear

- Sweat shirts
- Hooded sweat shirt with zippered front
- Winter wear coat/bibs/coveralls (Carhartts)
- Knit cap
- Ball cap
- T-shirts
- Steel Toe Boots
- Gloves
- Hi-vis jacket
- Rain gear
- Rubber boots

3.7 ACWRF and OECC Custodians

3.7.1 Rental Uniforms-The following inventory of weekly Rental Uniforms will be provided:

- Khaki work pants
- Shirt--polo and/or button-down
- Jackets

3.7.2 Purchased Uniforms and Gear

- Sweat shirts
- Hooded sweat shirts with zippered front
- Winter wear coat/bibs/coveralls (Carhartts)
- Knit cap

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- Ball cap
- Steel toe footwear
- Gloves

3.8 Inspectors

3.8.1 Rental Uniforms-The following inventory of weekly Rental Uniforms will be provided:

- Khaki work pants
- Shirts-- polo and/or button-down
- Jackets

3.8.2 Purchased Uniforms and Gear

- Sweat shirts
- Hooded sweat shirt with zippered front
- Winter wear coat/bibs/coveralls (Carhartts)
- Knit cap
- Ball cap
- T-shirts
- Steel Toe Boots
- Gloves
- Hi-vis jacket
- Rain gear
- Rubber boots

3.9 Maintenance Department

3.9.1 Rental Uniforms-The following inventory of weekly Rental Uniforms will be provided:

- 100% cotton work pants
- 100% cotton shirts
- Arc Rated Coveralls (8.4 Calorie/Hazard Category 2)
- Jackets

3.9.2 Purchased Uniforms and Gear

- Sweat shirts
- Hooded sweat shirt with zippered front
- Winter wear coat/bibs/coveralls (Carhartts)
- Knit cap
- Ball cap
- 100% Cotton T-shirts
- Steel Toe Boots
- Gloves
- Hi-vis jacket
- Rain gear
- Rubber boots

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3.10 Package Plant Operators

3.10.1 Rental Uniforms-The following inventory of weekly Rental Uniforms will be provided:

- Khaki work pants
- Shirts--polo and/or button-down
- Jackets

3.10.2 Purchased Uniforms and Gear

- Sweat shirts
- Hooded sweat shirts with zippered front
- Winter wear coat/bibs/coveralls (Carhartts)
- Knit cap
- Ball cap
- T-shirts
- Steel Toe footwear
- Gloves
- Rain gear
- Rubber boots

3.11 Regional Wastewater Facility Operators

3.11.1 Rental Uniforms-The following inventory of weekly Rental Uniforms will be provided:

- Khaki work pants
- Shirts--polo and/or button-down
- Jackets

3.11.2 Purchased Uniforms and Gear

- Sweat shirts
- Hooded sweat shirt with zippered front
- Winter wear coat/bibs/coveralls (Carhartts)
- Knit cap
- Ball cap
- T-shirts
- Steel toe footwear
- Gloves
- Rain gear
- Rubber boots

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3.12 Truck Driver

3.12.1 Rental Uniforms-The following inventory of weekly Rental Uniforms will be provided:

- Khaki work pants
- Shirts--polo and/or button-down
- Jackets

3.12.2 Purchased Uniforms and Gear

- Sweat shirts
- Hooded sweat shirt with zippered front
- Winter wear coat/bibs/coveralls (Carhartts)
- Knit cap
- Ball cap
- T-shirts
- Steel toe footwear
- Gloves
- Hi-vis jacket
- Rain gear
- Rubber boots

5.0 Uniform Supply

- 5.1 All uniform and gear referenced above will be purchased by the DCRSD. The vendor where the uniforms and gear are purchased or rented shall be determined by the *Director or their designee*.
- 5.2 Rental uniform alterations shall be approved by the *Department Manager*.
- 5.3 The *Department Manager* shall be immediately notified if it is determined that the uniform rental provider has not supplied the correct number of rental uniforms and arrangements will immediately be made to provide the proper uniform supply.

6.0 Uniform Appearance

- 6.1 Uniform fit and wear must maximize safety and be professional in appearance. Rental uniform shall be changed, as needed, to maintain a clean appearance. Purchased uniforms and gear shall be changed, and laundered by the DCRSD, as required. All *employees* will be required to maintain their uniforms in an appropriate manner.
- 6.2 Damaged uniforms and gear shall be reported to the *Department Manager* for repair or replacement. Any *employee* maliciously damaging or destroying uniforms and gear may be responsible for the cost of repair or replacement and may be subject to disciplinary action.

7.0 Location of Uniforms and Gear

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- 7.1 All uniforms and gear shall be located in a place that is accessible by the employee for proper donning and storage. This location, usually the Locker Room shall be determined by the *Department Manager*. Dirty rental uniforms shall be placed in a common container for pick up by the supplier. Dirty purchased uniforms shall be placed in a common container for transfer to a commercial launderer or laundered on site. All uniforms will be identified by employee name or name tag.

8.0 Prohibited Use of Uniforms

- 8.1 *Employees* are prohibited from wearing or using their DCRSD supplied uniforms and/or gear away from work. The purchased and rental uniforms as outlined in sections 3.4 to 4.1 of this SOP are classified as personal protective equipment (PPE). The Internal Revenue Service considers the PPE as a nontaxable fringe benefit to employees and “not adaptable for everyday use”.
- 8.2 *Employees* are not permitted to take their PPE home for laundering; furthermore the DCRSD warns *employees* from washing DCRSD uniforms or PPE equipment with other family member’s clothing because of the potential contamination of pathogenic material that could be present on employees clothing.
- 8.3 It is the responsibility of the DCRSD to provide, launder, repair, replace and properly dispose of PPE.

9.0 Personal Clothing

- 9.1 It is acceptable to wear personal clothing **under** the DCRSD uniforms; however this clothing must be clean, solid in color, and in good repair.
- 9.2 *Maintenance personnel* should wear undergarments that are compliant with NFPA 70E Arc Flash Protection Requirements (primarily 100 % cotton).

10.0 Replacement

- 10.1 Purchased uniforms and gear will be replaced by the DCRSD at the discretion of the *Department Manager* on an as-needed basis. The worn or damaged clothing shall be provided to the *Department Manager* to determine if replacement is needed. Coveralls, bibs, and heavy jackets will be replaced every two years or as-needed, at the discretion of the *Department Manager*. Rental uniforms will be replaced at the expense of the rental company due to normal wear-and-tear. Any uniforms replaced due to size or fit will be replaced at the County’s expense.
- 10.2 Footwear will be replaced every year or as-needed, at the discretion of the *Department Manager*. All *employees* will receive a \$150.00 allowance to purchase steel-toed footwear. Any footwear purchases in excess of \$150.00, the balance shall be paid by the *employee*. New hires shall purchase new steel-toed footwear as soon as possible after hire. Any additional expenses that may be required for footwear shall be authorized at the discretion of the *Director or their designee*.

11.0 Return of Uniforms and Gear

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- 11.1 *Employees* leaving the employment of the DCRSD shall return all uniforms and gear purchased for their use while employed by the DCRSD at the end of or just prior to their last day of employment. The *employee* may be responsible for the replacement cost of any uniform or gear not turned in except for footwear which may be kept by the employee. Reimbursement of these uniforms and gear shall be at the discretion of the *Director or their designee*.