



CITY OF HOUSTON

Executive Order

Subject: **Uniform Policy - Non-Classified Employees**

E.O. No.

1-46

Effective Date:

July 1, 2003

1. PURPOSE

1.1 To establish consistent policies for the issuance and care of uniforms for municipal employees. While historically the City has provided uniforms to some additional classifications of employees for morale or team building purposes (ex: call centers, dispatch), this will no longer be a justification for providing uniforms.

2. OBJECTIVE

2.1 To reduce unnecessary expenditures for uniforms, while providing standards for supplying readily identifiable uniforms to employees providing services on City streets, rights-of-way and green spaces, working in jobs/areas with a significant amount of contact with the general public in non-office settings, providing services across City departments or at various department locations; and those working in restricted areas other than in an office setting.

3. SCOPE

3.1 This executive order applies to municipal non-classified employees.

4. RESPONSIBILITIES

4.1 Each department must review their current uniform practices and minimize the uniforms provided, both in terms of which classifications of employees receive them and uniform components.

4.2 Departments will develop internal uniform policies, which should be accompanied by a justification for why each classification of employee needs to wear a uniform, as well as a justification for why the City is providing each of the component parts, to be approved by the Chief Administration Officer's Office.

5. POLICY

5.1 Justifications for providing uniforms. The City will only provide uniforms for employees that fall into categories one – four below (with the exception of safety items). In general, uniforms are provided by City departments in instances where employees need to be readily identifiable as City employees because they will be:

5.1.1 Providing services on City streets, rights-of-way and green spaces (ex: Parking Monitors, Refuse Workers, and Parks & Recreation laborers);

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- 5.1.2 Working in jobs/areas with a significant amount of contact with the general public in non-office settings (ex: Urban Park Rangers, Recreation Specialists);
 - 5.1.3 Providing services across City departments or at various department locations (ex: Maintenance Workers, Electricians); and
 - 5.1.4 Working in restricted areas other than in an office setting (ex: Stage Hands at Miller Theater).
- 5.2 Employee safety is the only other justification for providing articles of clothing for employees. This is not necessarily uniforms, but could include items such as safety boots in some circumstances or reflective vests for employees working in the City's rights-of-way. These items are to be included in each department's uniform policy.
- 5.3 Uniforms are to be replaced only when needed. The practice of providing a certain number of uniforms to an employee annually or at other scheduled times during the year is to be discontinued. To receive a new uniform(s), the employee must turn in an unusable, worn uniform(s). In addition, the employee must present evidence that he/she is not already in possession of a sufficient number of usable uniforms (not to exceed five without written justification from the department that is approved by the Mayor's Office). This can be a signed statement to this effect or other evidence as determined by the department.
- 5.4 Uniform rentals must be cost justified. Any department that chooses to rent, rather than buy, uniforms must submit a justification and cost analysis of such decision along with their annual budget submittal. The use of the rental company to clean the uniform is not in and of itself a reason for rental. For example, while lab coats may need to be cleaned because of contaminants, the decision to buy or rent should be based on a cost analysis of the cost of purchase plus the cost to have the lab coats cleaned by an appropriate vendor vs. a rental program that also provides cleaning. Also, there must be a valid, justifiable reason for the City to pay for the cleaning.
- 5.5 Annual Budget Justification. As part of the annual budget process, each department must submit to Finance and Administration their most recent uniform policy along with a breakdown of, and justification for, the uniform budget that they are submitting.