

**CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS
STANDARD OPERATING GUIDELINES**

Title: Uniform Allowance	Guideline Number: DPW SOG 7
Initial Effective Date: January 2014	Revision Date:

This SOG applies to positions specifically addressed in this guideline.

Bay Area Positions:

- Engineering Aides, Engineering Technicians, Parts Clerks and/or Assistant Parts Clerk. The City will annually pay each employee \$150 in the last payroll in January for the purchase of approved leather work shoes or safety shoes. The allowance will be appropriately prorated for a new employee. Employee's shoes will meet the criteria listed below.
- Parking Division employees required to wear a uniform will be granted a clothing allowance of \$305 per year. The unused balance of this account may be carried to the following year. After successful completion of probation a new employee will be granted a clothing allowance the following calendar year.

DPW Operations Labor Association Positions:

- The City will annually pay each employee in DPW Operations Labor Association \$150 in the last payroll in January for the purchase of approved leather work shoes or safety shoes. The allowance will be appropriately prorated for a new employee. Employee's shoes will meet the criteria listed below.
- Traffic Signs and Marking: The City will furnish necessary safety equipment and rainwear clothing. In addition to the work shoe allowance the City will pay each employee in the sign department an annual clothing allowance of \$195 in the last payroll in January.
- Designated Primary Welder: In addition to the work shoe allowance the City will pay the designated primary welder an annual clothing allowance of \$195 in the last payroll in January.
- Operations Division: Employees who normally work in the Shop will be furnished with at least one pair of coveralls or pants and shirts with identifying name patches per employee per day. These coveralls will be laundered at City expense.
- Gloves: The City will furnish leather, rubber and insulated gloves on an as needed basis. Gloves are to be used on City premises only.

IBEW

- The City will annually pay each employee \$150 in the last payroll in January for the purchase of approved leather work shoes or safety shoes (including non-conducting). The allowance will be appropriately prorated for a new employee. Employee's shoes will meet the criteria listed below.
- The City will pay each electrician an annual clothing allowance of \$300 in the last payroll in January.

Criteria for Work Shoes:

- The shoes must be six inches (6”) or taller to provide ankle support.
- The shoes must have a leather upper.
- The shoes must be laced.
- The shoes must have a durable rubber (or equivalent) sole.
- When safety shoes are required, the shoes must be stamped or labeled as meeting the criteria outlined in ANSI and/or ASTM criteria.

All Employees:

- Safety Glasses: Where required, employees will be provided with 1-pair of safety glasses per year including prescription glasses. (This does not include the cost of the examination. Glasses will be in “regular frames” i.e., W.O.S.). City will replace or repair required safety glasses broken or damaged on the job. The City will also provide non-prescription safety eye protection and ear protection.
- Replacement: Employees will, at the discretion of the City, be required to replace torn, worn, or non-fitting uniforms or clothing that doesn’t present an appropriate professional appearance.

Approval:

Department Head:	Date:
/s/ Steven Grenier	January 31, 2014
Human Resources Director:	Date:
/s/ Lynn M. Boland	January 31, 2014

This guideline is a supplement to the Public Works Department policies and procedures and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.