

**Policy: AD-02-02**

**Policy Title: Uniforms and Protective Clothing Policy**

**Policy Purpose: Set guidelines for the wear of uniforms and protective clothing**

**Implementation Date: 9/26/2002**

**Revision Date: 08/24/2006**

## **WESTFIELD PUBLIC WORKS DEPARTMENT UNIFORM AND PROTECTIVE CLOTHING POLICY**

Associates shall be required to wear the proper Westfield Public Works Department (WPWD) uniform. The WPWD uniform shall be boots, shirts, shorts, pants, jacket, ID card, and headwear. If headwear is worn, it shall be only the WPWD issued uniform headwear.

Associates who are furnished uniforms are permitted to wear them only while at work and in route between their work and home locations. All items furnished by the department are to be used only while performing work for the WPWD.

The WPWD shall furnish clothing and protective equipment as needed by associates in the various classifications in performance of their work including uniforms, hard hats, safety glasses, boots, work gloves, arctic boots, rain suits, and insulated coveralls (bibs and jacket may be substituted for coveralls).

Choice of quantity, style, type, make, color, manufacturer, and supplier shall be determined by the WPWD Management. Issuance of suggested items will follow the attached schedule.

It is understood that such clothing or protective equipment is the property of the WPWD. Damaged and worn out items shall be replaced by the WPWD. Employees who terminate their employment with the department for any reason, will be required to turn in all clothing and protective equipment issued to them.



Bruce A. Hauk, Director  
Westfield Public Works

**Town of Westfield**  
**Westfield Public Works Department**  
**Schedule for Uniform Replacement and Other Guidelines**

The department will provide the following for field employees:

1. Up to eleven (11) short and long sleeved shirts and (11) pair of pants for field employees. These items will be provided through our uniform service provider.
2. Up to five (5) pairs of shorts. Management will select the type and style of shorts. Associates will need only to provide proper size for purchase of shorts. These items will be provided through our uniform service provider.
3. One (1) pair of work boots per year. Boots with a steel toe must be worn at all times by field service employees, while working for the department. Only exception to this rule is for meter reading personnel. Associates reading meters may elect to where a different style shoe that is approved by management. Management will set a boot allowance each year. However, any associate wanting to exceed the allowance may as long as the difference is paid by the associate. The department will arrange each year for an industrial supplier to supply the footwear.

New associates are required to provide their own steel toed work boots during the 180 day probationary period. The department will provide boots to associates, per the allotted allowance, after the 180 day probationary period.

The department has the right to choose the specified boot type and style based on the associates assigned job description.

4. Uniform hats will be distributed to associates on an as needed basis determined by management. Management will select the types and styles of hats and coordinate their purchasing for the department.
5. Five (5) mock turtle necks will be issued each year for each associate. Management will select the type and style and coordinate the purchasing. Associates will need only to provide proper size for purchase of mock turtle necks. Mock turtle necks are required to be worn under town issued uniform apparel for uniformed employees. No mock turtle neck is to be worn as an outer or external garment. Each year old mock turtle necks will be required to be turned back into the department to be distributed to the needy.
6. Two (2) jackets will be issued to field service associates. Management will select the type and style. These items will be provided through our uniform service provider.

7. Five (5) t-shirts will be issued each year for the associates to wear. T-shirts will be permissible to wear during the following time frame: July 1<sup>st</sup> – September 30. Management will select the type and style and coordinate the purchasing. Supervisory staff are not allowed to wear t-shirts as part of their uniform attire (Any exceptions to this rule will require prior approval from the Director of the department). Each year old t-shirts will be required to be turned back into the department to be distributed to the needy. Associates will need only to provide proper size for purchase of t-shirts.
8. Each associate will be required to wear an issued identification badge. This will be provided by the department. This requires that the identification badge be visible at all times.