



Yolo County Housing

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BOARD OF COMMISSIONERS

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DATE: September 4, 2008

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Janis R. Holt, Resource Administrator

SUBJECT: **Review and Approve the Uniform Policy for Employees Required to Wear Uniforms**

RECOMMENDED ACTION:

That the Board of Commissioners Review and Approve the proposed Yolo County Housing (YCH) Uniform Policy.

BACKGROUND / DISCUSSION

YCH staff that work in the area of maintenance are often required to enter the homes of public housing residents. For safety and security reasons, staff employed in these occupations should be easily recognizable as representatives of Yolo County Housing. Historically YCH has provided uniforms for maintenance staff, but not for staff in the Migrant housing programs. Because of this, staff believes that an approved, standardized policy is needed.

The attached YCH Uniform Policy is designed to guide employees on the purchase, proper wear and care, and disposal of uniform apparel. This policy will provide employees required to wear uniform apparel with an established uniform allowance to be used to purchase pre-approved selected items. Staff has met and conferred with International Brotherhood of Teamsters Local 856 on potential impacts of the policy.

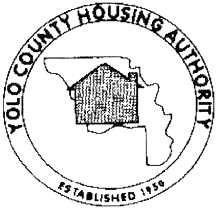
FISCAL IMPACT

Until expiration or termination of the current YCH uniform contract with Aramark; this policy will only impact the Migrant Center budget for FY '09. Total anticipated annual expense will be approximately \$4,000.

CONCLUSION

Staff recommends approval of the Yolo County Housing Uniform Policy.

Attachment: Yolo County Housing Uniform Policy



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Yolo County Housing Uniform Policy

Purpose

To establish a policy concerning the financial guidelines for the purchase of, and the proper wearing and care of YCH uniform apparel for maintenance employees required to wear uniform apparel.

*Note: Until expiration or termination of the uniform contract, this policy generally pertains to maintenance staff required to wear uniforms in the Migrant Centers or where uniforms are not provided under contract. For maintenance employees required to wear uniforms and where uniforms are provided under contract, the YCH will continue to provide up to \$100 per year for safety shoes.

General

Each maintenance employee, upon being hired and annually at the beginning of each new fiscal year, shall be issued an allowance of up to \$500 per year for uniforms. Maintenance employees will be able to purchase their logo apparel through the YCH approved vendor and the costs of those items will be directly reduced from each employee's \$500 allotment. Maintenance employees may choose where they purchase other approved non-logo uniform items and receive reimbursement for the costs associated with those items based on the approval of the Resource Administrator or assigned designee.

Maintenance employees will be responsible for the selection of items for purchase up to \$500 from the following list. The \$500 uniform allowance can be used for the purchase of any combination of the following items:

Logo Uniform Work Apparel purchased through YCH approved vendor (these expenses will be tracked for each individual employee):

- A) Embroidered Shirts
 - a. Short-Sleeved Polo
 - b. Long-Sleeved Polo
 - i. Shirts may be purchased in the colors of moss, sage, burgundy or charcoal.
 - ii. Employees can purchase up to six shirts annually.
- B) Screen Print T-Shirts
 - i. Shirts may be purchased in the colors of moss, sage, burgundy or charcoal
 - ii. Employees can purchase up to six T-shirts annually
- C) Fleece Vest
 - a. Must be purchased through YCH vendor and in the colors of moss, sage, burgundy, or charcoal.
 - b. Employees can purchase up to one vest.
- D) Jacket
 - a. Must be purchased through YCH vendor and in a dark color (blue, navy or charcoal).
 - b. Employees can purchase up to one jacket **OR** one pair of work shoes (see below for shoes), excepting in the first year, if funds are available, the employee may buy one jacket and one pair of work shoes.

Non-Logo Uniform Work Apparel (these expenses will be reimbursed from receipts and upon approval):

- A) Work Shoes
 - a. Reimbursement for one pair of safety shoes. Shoes must be sturdy and durable with full steel or non-metallic full toe that meets work safety standards. Safety shoes must also have a full shank.
- B) Pants or Shorts
 - a. Must be of a sturdy material (denim, heavy cotton, etc.).
 - b. Must be dark color (dark blue or black).
 - c. Reimbursement for up to five pairs of pants and/or shorts.
- C) Coveralls
 - a. Must be of a sturdy material and dark color.
 - b. Employees can purchase up to two pair of coveralls.
- D) Rainwear
 - a. Safety Rainwear of a safety fluorescent color or bright yellow preferably with reflective strips (poncho, rain suit).
 - b. Reimbursement of one full rain suit or two ponchos annually.

Specifics

- A) The employee uniform allowance will be issued at the beginning of each fiscal year, after July 1. Maintenance employees may purchase uniform items (as described above) up to the \$500 maximum allowance. Any items purchased after the employee reaches the \$500 annual amount will be the financial responsibility of the employee.
- B) Logo Uniform Apparel Items will be purchased twice a year through the Resource Administrator in the months of August and April. If a staff member needs to make a purchase during the year at other times, s/he must coordinate with the Resource Administrator. Please remember that bulk orders will be less expensive and result in more funds available for items.
- C) Uniforms are to be worn at all times while employees are "on duty".
- D) Uniforms shall be neat and clean at the start of each work shift. It shall be the responsibility of the employee to wash, clean and maintain all uniforms.
- E) Uniforms should not be worn outside the scope of YCH business and while off duty.
- F) Appropriate non-uniform clothing may be worn when attending YCH sponsored training, schools, meetings, luncheons, workshops, etc.
- G) Employee YCH logo uniform apparel that are no longer in good condition and need replaced are to be returned their Supervisor. This is conducted as a safety precaution to assure uniforms are not utilized by non-authorized personnel in any capacity.
- H) The Executive Director may authorize exceptions to the Yolo County Housing Uniform Policy.

Employees will be provided with an updated list of the costs associated with items on the YCH approved vendor list by July 31 of each new fiscal year (excepting only the first year of implementation, when the vendor list will be available no later than 30 days after adoption of the policy). Employees understand that throughout the fiscal year, items costs may vary (increase/decrease) and that those costs are out of the control of YCH management.

All purchases must be for approved apparel and will be counter-signed by the Resource Administrator or designee and costs will be tracked individually by the Finance Department.

Termination of Employment

When the employment relationship is terminated between the employee and YCH, the employee is required to return all uniform items to their immediate supervisor no later than the date of termination. This includes identification badges issued to the employee.

Please direct any questions regarding this policy to your Supervisor or to the Resource Administrator.

Acknowledgement

As an employee of Yolo County Housing, I acknowledge that I have received and understand the YCH Uniform Policy.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____