

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> P2018-01
<b>Title:</b>	Uniform and Dress Guidelines	

## PURPOSE AND GENERAL POLICY

Rancho Murieta Community Services District requires each employee's dress, grooming and personal hygiene be appropriate for the job and work site. Employees are expected to present a professional, businesslike image to customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an on-going requirement of employment with the District. Managers and Supervisors are responsible to enforce the dress guidelines. An employee may dress consistently with the employee's gender identity or gender expression. If an employee contends that the implementation or enforcement of this policy violates or is inconsistent with the employee's religion, religious belief, or religious practice, then he or she may submit a request to the General Manager seeking an accommodation from the dress guidelines and the General Manager shall evaluate that request and approve it if appropriate under California law.

## POLICY

### OFFICE EMPLOYEES

A high standard of personal cleanliness and appearance is required of all employees. Office personnel are not required to conform to a specific dress code but rather to maintain dress that will be in good taste, project a good public image, and be appropriate for the assigned work area.

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair.

At its discretion, the District may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance.

### FIELD OPERATIONS EMPLOYEES

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair. Positions that require donning air masks and/or a breathing apparatus must have facial hair shaven at the jaw line to affect a proper seal with personal safety equipment. Due to safety concerns, hair below the top of the shoulders and ponytails is not acceptable.

### Uniforms

Field Operations employees are required to wear the assigned uniforms and protective footwear. These employees should follow basic requirements of safety and comfort but should still be as neat and businesslike as working conditions permit. Care should be taken in wearing a uniform, such as uniforms must not be ripped, faded, discolored, stained, etc. Field personnel should see their immediate supervisor for any questions regarding uniform standards.

Uniforms will be issued upon hire. Each employee will be expected to turn in old uniforms for new at the time of issue or when employment ends.

Regular, full-time employees will generally receive up to the following:  
The District will provide up to ten (10) sets of uniforms for each Field Operations employee.

Temporary employees may receive the above to be returned when employment ends.

Employees are required to wear the uniform while on duty. District jackets or shirts will be worn as an outside garment except when the employee is wearing authorized wet weather gear. This display of District uniforms and emblems is to allow identification of employees by the public and to present an appropriate and consistent appearance.

### Protective Footwear

OSHA regulations require employers to ensure that employees use protective footwear when in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole or where an employee's feet are exposed to electrical hazards. The District requires all Field Operations employees to wear steel/composite toed boots. Uniform/safety boots will be provided as follows:

1. All employees in the Utility Worker classifications shall receive reimbursement for safety boots not to exceed two (2) times per calendar year, at a maximum of \$150 per pair.
2. All employees in the Plant Operator classifications shall receive reimbursement for safety boots not to exceed one (1) time per calendar year, at a maximum of \$150 per pair.

Each employee shall provide original proof(s) of purchase and/or repair for approval by the Director of Field Operations, prior to receiving reimbursement. The employee is responsible to designate the amount of the cost of the shoe for which he/she is requesting reimbursement. Exceptions to this procedure will require prior written approval from the General Manager or designee

Employees included in the Protective Footwear Program, as per the above job classifications, are required to wear protective footwear during their assigned work schedule, planned or unplanned overtime or emergency call-out. Employees so designated who report to work without the appropriate footwear or footwear that is not in a safe condition, will be required to correct the deficiency before commencing work. Any impacts to District service resulting from an employee's failure to follow this procedure will be documented as "unscheduled leave without pay" and the employee may be subject to further disciplinary action up to and including termination.

### SECURITY EMPLOYEES

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair.

### Uniforms

Security department employees shall comply with the uniform-related provisions of the Security Operations Manual.

The District will provide two (2) sets of uniforms a year for each Security Gate Officer.

The District will provide three (3) sets of uniforms a year for each Security Patrol Officer.

Protective Footwear

The District requires all Security Officers to wear a black leather shoe or high-top boot. It shall be smooth finish to accept polishing with plain or cap toe, designed to fit snugly around the ankle so as to prevent hang up of the trouser leg. A black oxford athletic shoe is authorized. Uniform/safety shoes or boots will be provided as follows:

1. All employees in the Patrol Officer classification shall receive reimbursement for uniform shoes or boots not to exceed one (1) time per calendar year, at a maximum of \$100 per pair.
2. All employees in the Gate Officer classification shall receive reimbursement for uniform shoes or boots not to exceed one (1) time per calendar year, at a maximum of \$100 per pair.

Any variance to the above procedure must be requested in writing and approved by the General Manager in advance.

<p><b>Approved by the Rancho Murieta Community Services District's Board of Directors</b></p>	<p>10-17-2018</p>
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