

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2010-11
Title:	Uniform and Dress Guidelines	

PURPOSE

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.

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 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 are not acceptable.

Uniforms

Field Operations employees are required to meet special dress standards, such as wearing 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. The cost of any items lost or missing will be deducted from the employee's final paycheck.

Regular, full-time employees will generally receive up to the following:

The District will provide up to ten (10) sets of uniforms 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 following job classifications have been designated for inclusion in the Protective Footwear Policy since they are exposed to those potential hazards.

Director of Field Operations
Chief Plant Operator
Equipment Mechanic
Plant Operators I, II, III

Utilities Supervisor
Utility Worker I, II, III
Temporary Utility Worker
Operator in Training

The District will reimburse those employees required to wear protective footwear, the additional cost, not to exceed \$150.00, of providing footwear that meets the OSHA regulations. Each employee within the designated job classifications is responsible to wear protective footwear that is in safe condition while performing the job duties of their classification. The American National Standards Institute (ANSI) has set a rating of 1/75 for personal protective footwear. ANSI 1/75 rated footwear is available in steel or composite toed boots/shoes. A steel/composite toed boot/shoe must have an ANSI 1/75 rating to be approved for reimbursement in the District's Protective Footwear Policy.

The District requires all Field Operations employees (see above listing) to wear steel/composite toed boots. The District will reimburse up to \$150.00 per employee, per twelve (12) month period for the acquisition, replacement and/or repair of steel/composite toed safety boots/shoes purchased by employees whose positions are included in the Protective Footwear Policy. No more than one (1) pair of safety shoes will be reimbursed in a twelve (12) month period at the current rate of \$150.00 per pair. Costs in excess of \$150.00 are the responsibility of the employee.

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. The total reimbursement per employee, per twelve (12) month period shall not exceed \$150.00.

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. 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 are not acceptable.

Uniforms

See Security Operations Manual for full Security Gate Officer and Security Patrol Officer uniform and grooming standards.

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

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

Approved by the Rancho Murieta Community Services District's Board of Directors	November 17, 2010
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