



Parks & Recreation Department
Standard Operating Procedure

Policy Number: PRD-06-01
Pages: 1 of 1
Subject Area: Clothing
Date of Issue: 5/16/06
Revised: 12/20/16

Title: Employee Clothing Policy

Authorization:

Paul Rosale

Director Parks & Recreation

Date: 12/28/16

[Signature]

Superintendent

Date: 1/3/17

EMPLOYEE CLOTHING POLICY

PARK & FACILITY MAINTENANCE DIVISIONS

In an effort to provide full-time and seasonal staff with clothing that identifies them to the public as Parks and Recreation Department employees, management shall issue clothing on an as-needed basis and in accordance to bargaining unit guidelines.

CLOTHING GUIDELINES

- Only clothing that identifies each staff as a member of the department and is issued by the department is acceptable for wear while on-duty.
- Department issued clothing is not to be worn while off-duty.
- Identification name tags are not required, but suggested.
- All personnel are required to return all clothing, identification badges, and keys upon leaving employment with the department.
- Clothing must be cleaned, unaltered and undamaged. If clothing is damaged during work, employees must notify supervisor, in order for the item to be replaced.
- Baggy and saggy clothing are generally not appropriate.
- Undergarments should not be visible.
- Flat-brimmed caps are prohibited. Do not wear hats backwards or askew.
- Do not wear open-toed shoes.
- Acceptable appearance is determined by your direct supervisor or by Department Administration, who have the authority to ask employees to make immediate adjustments.

RECREATION DIVISION

In an effort to provide full-time and seasonal staff with clothing that identifies them to the public as Parks and Recreation Department employees, the Recreation Superintendent and Recreation Supervisors shall issue such clothing on an as-needed basis.

CLOTHING GUIDELINES

- Only clothing that identifies each staff as a member of the department and is issued by the department is acceptable for wear while on-duty.
- Department issued clothing is not to be worn while off-duty.
- Clothing must be cleaned, unaltered and undamaged. If clothing is damaged during work, employees must notify supervisor, in order for the item to be replaced.
- Baggy and saggy clothing are generally not appropriate.

- Undergarments should not be visible.
- Flat-brimmed caps are prohibited. Do not wear hats backwards or askew.
- Do not wear open-toed shoes.
- Acceptable appearance is determined by your direct supervisor or by Department Administration, who have the authority to ask employees to make immediate adjustments.
- Program managers and softball site supervisors are required to wear their name tags while working.
- All personnel are required to return all clothing, identification badges, and keys upon leaving employment with the department.