

**TOWN COUNCIL OF CENTREVILLE  
RESOLUTION 10-2023**

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**A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO AMEND THE  
DEPARTMENT OF PUBLIC WORKS UNIFORM POLICY**

WHEREAS, by Ordinance 01-2011, enacted on March 17, 2011 and effective on April 6, 2011, the Town Council adopted the Personnel Manual: Rules and Regulations Governing the Operation of a Merit System (“Personnel Manual”), as a personnel manual for employees of the Town of Centreville;

WHEREAS, by Ordinance 02-2013 enacted on February 21, 2013 and effective on March 14, 2013, the Town Council ordained in Section 3 that future amendments to the Personnel Manual may be adopted by resolution.

WHEREAS, by vote the Town Council of Centreville adopted a uniform policy on December 5, 2013;

WHEREAS, the Town of Centreville wishes to amend this uniform policy and include it in the Personnel Manual;

WHEREAS, all applicable, essential employees assigned within the Department of Public Works will be required to wear Town specified uniforms as described and adhere to the procedures outlined in the policy, for safety purposes.

NOW, THEREFORE, be it resolved by the Town Council of Centreville, this \_\_\_\_\_ day of August, 2023:

1. The Town of Centreville’s Uniform Policy, Policy Number 900-001 attached hereto as Exhibit “A” is approved and shall replace all previous versions.
2. This Resolution shall be effective immediately.

BY ORDER: We hereby certify that Resolution Number 09-2023 is true and correct and duly adopted by the Town Council of Centreville, Maryland.

ATTEST:

THE TOWN COUNCIL OF CENTREVILLE

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Carolyn M. Brinkley, Town Clerk

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Steven K. Kline, President

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Ashley H. Kaiser, Esq., Vice President

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Eric B. Johnson, Jr., Member

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Daniel B. Worth, Member

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Jim A. Beauchamp, Member

**Section VI. Employment Relationship**

<b>Title:</b> Uniform Policy	<b>Resolution:</b> 09-2023
<b>Approved:</b> 12.05.2013	<b>Revised:</b> 08.17.2023
<b>Policy #:</b> 900-001	<b>Form(s):</b> 23-002

L. *Uniform Policy*

## 1. Purpose

The Town of Centreville believes that pride in both you and the Town is reflected in the image you project. We believe that the business image is important, and the way our employees dress contributes to the professional image we strive to present to our customers and citizens. For these reasons, while performing duties for the Town of Centreville, all applicable Department of Public Works employees are required to wear Town provided uniforms.

## 2. Applicability

This section is applicable only to: (1) classified essential employees within the Department of Public Works and (2) part-time and temporary essential employees hired by the Town assigned within the Department of Public Works.

## 3. Authority

The Director of Public Works is responsible for establishing a uniform policy for all applicable employees within this department.

## 4. Definitions

## a. Department of Public Works Employee

- i. Any employee assigned to work in the Streets Division or Water/Wastewater Division for the Town of Centreville.

## b. Steel Toed Shoes/Boots

- i. A durable boot or shoe that has a protective reinforcement in the toe which protects the foot from falling objects or compression, usually combined with a mid-sole plate to protect against punctures from below.

## c. Short Sleeve Button Up

- i. Hi Vis button shirt with the Town logo supplied by a contracted uniform company by the Town.

## d. Long Sleeve Button Up

- i. Hi Vis button shirt with the Town logo supplied by a contracted uniform company by the Town.

- e. Uniform Pants
  - i. Standard navy blue, straight leg, boot cut relaxed fit, or comfort fit. Pants must be supplied by a contracted uniform company by the Town. Jeans, baggy or loose-fitting pants are not permitted.
- f. Hi Vis Jacket
  - i. Winter jacket with Town logo supplied by a contracted uniform company by the Town.

## 5. Procedure

- a. All applicable Department of Public Works employees will receive the following items from the Town's contracted uniform company. Employees must sign the appropriate acknowledgement form upon receipt of any provided uniform items and will wear said uniform whenever engaged in Town business.
  - i. Six short sleeved button-up shirts
  - ii. Five long sleeved button-up shirts
  - iii. Eleven uniform pants
  - iv. Two jackets (seasonal)
  - v. Any additional uniform apparel to be approved by the Director of Public Works
- b. New employees are required to wear steel-toed shoes on their first day of work and the extent of their employment within the Department of Public Works, for safety purposes. All DPW steel-toed shoe purchase(s) will require a sales receipt or invoice to receive compensation. The Town will reimburse employees up to \$250 who provide a receipt of purchase.
- c. The employee shall be fitted for their uniform(s) within the first two weeks of employment and must sign the Uniform Receipt Acknowledgement Form #23-002 upon receipt of items.
- d. All uniforms supplied by a contracted company must be approved by the Town.
- e. The contracted uniform service will pick up dirty garments on Monday morning from the Department of Public Works Streets Division. There is an area designated for these items.
- f. All shirts and jackets must meet ANSI Class 3 specifications and will have the Town name and/or logo on the front, left side. This applies for daytime and nighttime work.
- g. Pants will be uniform style.
- h. Any damage to uniform pieces must be reported to the immediate supervisor immediately. The supervisor will make the determination for replacement and coordinate with the Public Works Administrative Assistant.
  - i. This will also be indicated to the contracted uniform company using the assigned garment tag.

- i. Though the employee will be responsible for the safekeeping of the uniform, the uniforms will remain Town property and must be returned to their supervisor in the event the employee leaves the Town for any reason, or upon the request of their supervisor or Director of Public Works, as outlined in Section VI (J) of this manual. If for any reason the uniform is not returned, the Town reserves the right to deduct the cost of the uniform from the employee's final paycheck, except where prohibited by law.
  - i. The dollar value will be based on the loss items charge value and will be provided by the Town's contracted uniform company.
- j. In the event an employee separates from Town employment and has made any steel-toed shoes purchase(s) using Town funds 30 days prior to their last day of employment with the Town, the employee shall reimburse the Town for said purchases or the total amount will be withheld from their last paycheck.
- k. Continued or frequent departures from these guidelines will not be permitted, and employees who appear for work unprepared may be subject to disciplinary action. If an employee is unclear about the Town's uniform policy, he or she is encouraged to consult with their supervisor or Human Resources.
- l. Uniform funding not spent by the end of the fiscal year (June 30<sup>th</sup>) will remain in the budget and will not be carried over to the following fiscal year.