
Municipality of the County of Cumberland Policy 18-16

Work Clothing Policy

Purpose

1. The Work Clothing Policy (the Policy) is intended to set out the conditions for which the Municipality of the County of Cumberland will provide appropriate work clothing to an employee in a fair and consistent manner, and to set out associated responsibilities and procedures.

Definitions

2. In this policy:
 - a) "CAO" means Chief Administrative Officer;
 - b) "employee" means full-time, part-time, causal, temporary, and summer students;
 - c) "identification" means the Municipality of the County of Cumberland's logo as identified in the Municipality's Regional Marketing Strategy and may also include position title, and when necessary, is compliant with the Nova Scotia Temporary Workplace Traffic Control Manual standards for safety identification, i.e. ID jackets.;
 - d) "Municipality" means the Municipality of the County of Cumberland;
 - e) "supervisor" means the person to whom any employee directly reports, and where applicable, includes Directors and the CAO; and
 - f) "work clothing" means clothing assigned in Schedule A that is worn while performing the duties of one's job.

Scope

3. This Policy applies to all employees of the Municipality. Only positions identified in Schedule A shall be provided with work clothing by the Municipality. Schedule A can be amended at any time by directive from the CAO.
4. This Policy does not apply to personal protective equipment (PPE). Information regarding PPE is outlined in the Municipality of the County of Cumberland Safety Program.

Eligibility

5. The Municipality will supply work clothing to employees if one or more of the following conditions are met:
 - a. to ensure employees are readily identifiable and visible when exercising the authority of the Municipality in order to enhance compliance from the public and facilitate interaction with other agencies;
 - b. to prevent significant wear and tear to personal clothing due to work conditions; and
 - c. to protect against contamination or adverse weather conditions.
6. The Municipality does not provide clothing or a clothing allowance for ordinary day-to-day work activities under benign conditions.
7. In order to avoid potential abuse and possible perception of undue benefit, all work clothing provided shall remain the property of the Municipality at all times.

Procurement

8. All work clothing purchases must follow the procurement process as outlined in the Municipality's *Work Clothing Procurement Procedure*.

Responsibilities

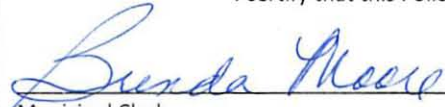
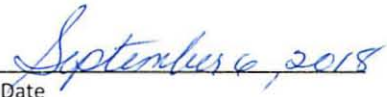
9. Employees should wear attire that presents a professional appearance appropriate to their duties. Employees are discouraged from wearing work clothing outside of their work duties. If an employee must wear work clothing that identifies them as a municipal employee when not working, the employee is expected to conduct themselves in a manner that reflects well on the Municipality.
10. Employees assigned work clothing in Schedule A shall:
 - a) wear this work clothing while performing their duties;
 - b) be responsible for the care and cleaning of work clothing issued to them, unless other arrangements are made;
 - c) return municipally issued work clothing to their supervisor when a replacement is required or requested; and
 - d) follow the procurement process to ensure consistency and compliance.

11. Supervisors shall:

- a) ensure that employees under their supervision are provided with the appropriate work clothing, as identified in Schedule A;
- b) make reasonable efforts to ensure the work clothing they approve is suitable and appropriate;
- c) review work clothing purchase reports from procurement personnel for employees under their supervision;
- d) follow the procurement process to ensure consistency and compliance.

Effective Date

12. This Policy is effective upon adoption and replaces any previous Work Clothing Policies.

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]:	<u>July 25, 2018</u>
Date of Passage of Current Policy:	<u>Sept 5, 2018</u>
I certify that this Policy was adopted by Council as indicated above.	
 _____ Municipal Clerk	 _____ Date

Work Clothing Policy – Schedule A

Position	Insulated Coveralls	Coveralls	Work Pants	Work Shirts	Rain Suits	ID Shirts	ID Winter Jackets	ID Seasonal Jackets
Operations Manager							X	X
Operations Supervisor	X	X			X		X	X
Fire Services Coordinator							X	X
Wastewater Mechanic	X	X	X	X	X		X	X
Wastewater Electrical	X	X			X		X	X
Facilities Maintenance / Wastewater Operator							X	X
WTP Operator II	X	X			X		X	X
WWTP Operator II	X	X			X		X	X
W & WWTP Operator I	X	X			X		X	X
WD & WWC Operator II	X	X			X		X	X
WD Operator I & Driver	X	X			X		X	X
Driver	X	X			X		X	X
Mechanic & Driver	X	X	X	X	X		X	X
Crossing Guards					X	X	X	X
Labourer (Springhill)	X	X			X		X	X
Seasonal Labourer (Upper Nappan)		X			X		X	X
Labourer (Parrsboro)	X	X			X		X	X
Public Works Lead Hand	X	X			X		X	X
Equipment Operator (Parrsboro)	X	X			X		X	X
Park Manager						X		X
Permitting & Inspections Officers I & II							X	X

