
Municipality of Cumberland Policy 10-13

Work Clothing Policy

Purpose

1. The purpose of this Policy is to identify the work clothing the Municipality will provide to certain employee positions and to set out associated responsibilities and procedures.

Rationale

2. Like most employers, the Municipality does not provide clothing or a clothing allowance for ordinary day-to-day work activities under benign conditions.
3. Some employees, however, work in conditions where protection from prolonged exposure to the elements, contamination, foot injury or unusual wear and tear to personal clothing, is required. In addition, it is important that some employees, in the exercise of the authority of the Municipality, are readily identifiable as Municipal Officials.
4. For further discussion of the Rationale or the reasons for assigning particular items of work clothing to particular employee positions, please see the Memorandum regarding “Work Clothing Policy” dated March 19, 2010 from the Director of Policy and Research to the By-Law and Policy Committee, available on the Municipality’s internal electronic bulletin board.
5. The Municipality will address identified protection and identification needs by providing appropriate work clothing. 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.

Definitions

6. In this Policy:
 - (a) “supervisor” means the person to whom any employee directly reports, and where applicable includes Directors and the CAO;
 - (b) “Work Clothing” means safety work boots or shoes, coveralls, insulated coveralls, rain suits, rubber boots, and identification jackets meeting the standards set out herein and provided by the Municipality for certain employee positions.

Assignment

7. Schedule “A” sets out the work clothing to be provided to certain employee positions. Schedule “A” can be amended at any time by directive from the CAO.

Responsibilities

8. Employees assigned work clothing shall:
 - (a) treat the items with due care and respect;
 - (b) except as provided in the Contaminated Clothing Policy, be responsible to launder or clean the items; and
 - (c) use the work clothing when appropriate.
9. Supervisors shall:
 - (a) ensure that the employees they directly supervise are provided with work clothing in accordance with Schedule “A” as required;
 - (b) make reasonable efforts to ensure the work clothing they approve is suitable for the protection and/or identification need identified; is of good quality and is good value for money; and
 - (c) where applicable, consult with other supervisors to ensure work clothing is of reasonably similar cost and appearance to that supplied to other employees with the same need.

Procedure

10. When work clothing specified in Schedule “A” has not been provided or is no longer suitable for the purpose for which it was intended, the employee in need shall submit a written request to their immediate supervisor which includes where applicable, the brand name, model, size, colour, price and any other information the supervisor requires. If the request is for replacement of current work clothing the current item shall be provided for the supervisor’s examination.
11. When satisfied the request is in compliance with this Policy, and where applicable, the current item is in need of replacement, the supervisor shall approve the request and forward it to the appropriate procurement personnel, or in the case of safety work boots or shoes, shall complete a purchase order.
12. Items being replaced shall be disposed of in accordance with the supervisor’s instructions.

Standards

13. Safety work boots for Public Works employees shall be CSA approved for steel toe and shank and for electrical shock. The boots must bear the green triangle and white square with omega symbol demonstrating CSA certification.
14. Safety work boots or shoes for other employees and rubber boots shall be CSA approved for steel toe and shank and must bear the green triangle demonstrating CSA certification.
15. Identification jackets shall be APS A1 Reversible, APS A2 4 Pocket Reversible, PIO 3-

in-1 Traffic Jacket, or equivalent and shall meet or exceed CSA Visibility Standard Z96-02, and shall be clearly marked to identify the Municipality and the office held by the employee.

16. Coveralls for the Fire Inspector shall be of Nomax, or equivalent material and shall meet or exceed CSA Visibility Standard Z96-02, and shall be marked to identify the Municipality and the office; Fire Inspector.

Effective Date

17. This Policy is effective upon adoption.

Schedule "A"
Work Clothing to be Supplied

Employee Position	Work Boots	Work Shoes	Rain Suit	Rubber Boots	Coveralls	Insulated Coveralls	Identification Jacket
Building Officials	✓	✓	✓	✓	✓		✓
Public Works (excluding Director)	✓		✓	✓	✓	✓	
Director of Public Works	✓			✓	✓		
Fire Inspector	✓				✓		✓
Solid Waste and By-Law Officer	✓		✓	✓	✓		✓
Administrator of Dangerous and Unsightly Premises	✓				✓		✓
Emergency Measures Coordinator	✓		✓	✓			✓
Alternate Emergency Measures Coordinator	✓		✓	✓			✓
GIS Analyst	✓			✓			✓

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]: <u>July 7, 2010</u>	
Date of Passage of Current Policy: <u>July 21, 2010</u>	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Clerk	Date