

HARDEE COUNTY

UNIFORM POLICY – Revised 8/3/04, 12/21/04, 10/13/05

GENERAL: Hardee County requires employees to wear County uniforms after completion of their probationary period. The uniforms are to be worn only in the performance of their duties and are not to be worn when they are not working for the County. Uniforms are as follows:

THE BARGAINING UNIT EMPLOYEES:

1. Mechanics and greasers: Uniform cleaning service utilizing dark blue shirt and pants with the exception of the Department Head. Uniforms will have Hardee County emblem on left side, department and employee name on right side. County will furnish 4/5 sets, depending on work schedule. County will also furnish a \$20.00 tool allowance per month per mechanic. (County will furnish all tools for tire shop and special tools for main shop.)
2. Buildings & Ground, Parks & Recreation, Public Works, Solid Waste/Landfill/Recycling, Utilities employees :
New employees will receive a choice of LS or SS button-up shirts or pull-over type shirts – a total of 5 light blue shirts embroidered on left with Hardee County emblem and on right with employee's name and department. Employee will also receive 5 pair dark blue jeans or trousers. Employee will be responsible for maintaining and cleaning uniforms. After first year employee will receive 3 sets of uniforms one year and 2 sets the following year. Crew leader's uniforms will be the same as regular employees. Supervisors will receive blue pin stripe shirts (long or short sleeve with emblem on left side, name and department on right side) and dark blue jeans or trousers.
3. Animal Refuge employees:
Employee will receive 3 forest green shirts embroidered with Hardee County emblem on left side, employee's name and department on right side, and 3 pair of khaki shorts or pants. Employee will be responsible for maintaining and cleaning uniforms.

DEPARTMENT HEADS (OF #1,#2 AND #3 ABOVE) will determine which employees require the following:

- A. Safety prescription glasses, the County will pay \$125.00 toward the purchase of glasses (not for office personnel unless they also work in a hazardous environment).
 - B. Hardhats, safety vest, plastic safety glasses, back braces, rubber boots, rain gear and work gloves as needed from the stockroom.
 - C. County will pay up to \$50.00 for one pair of steel toe/steel shank boots per year. Employee must bring original receipt and proof of steel toe/steel shank to be reimbursed. Purchase is optional.
 - D. County will provide two caps with emblem as needed per year (not for office personnel).
4. Non-Administrative Fire Control/EMS employees, Fire Chief, Deputy Chief: County will furnish 7 dress shirts & pants, 4 tee shirts, 1 sweatshirt, 1 jacket, 1 jumpsuit, 1 belt, and caps. These will be replaced as needed. County will reimburse employee for shoes as the Fire Chief determines. County will furnish all protective clothing and equipment as needed.

NON-BARGAINING UNIT EMPLOYEES:

Office Personnel: Office personnel may wear uniform shirts at their option. Each Employee will be responsible for maintaining and cleaning. Office of Management & Budget, Building & Zoning, Buildings & Grounds, Parks & Recreations, Public Works, Solid Waste, Landfill, Recycling, Animal Control, Library, Human Resources, Purchasing, County Manager, County Extension, Emergency Management, Veterans Affairs/E911, Probation, Fire/Rescue, EMS, Office of Community Development, Office of Economic Development, ITS/GIS, and Mining are entitled to 3 shirts per year, LS or SS, button-down or pull-over in either Red, Royal Blue, or Hunter Green. No other colors, contrasting collars, cuffs or stripes, etc. are allowed. Shirts are not to exceed \$45.00, which includes Hardee County emblem on left side, name and department on right side. The only exceptions are specifically addressed below:

Building & Zoning:

Building Inspector, Code Enforcement Officer – 5 shirts, I.D. Badge, caps, steel toe/steel shank boots, hard hats.

Animal Control:

5 shirts – dark blue w/white letters, Hardee County emblem on left side, name & department on right side. 5 pair dark blue jeans or trousers, 2 dark blue caps per year with Animal Services Division emblem & I.D. Badge.

Library:

All employees to get I.D. tags, including volunteers.

Veterans Affairs/E911:

5 shirts, LS or SS, Red, Royal Blue or Hunter Green, button-down or pull-over type, County emblem on left side, name and department on right side.

Emergency Management:

Director – 5 dress shirts, jumpsuit, hazmat gear, boots, BDU pants (2) black, (2) khaki, 3 tee-shirts.

Probation:

Clip on Badges/ID cards

PPD Parade Staff: 5 shirts, LS or SS, Red, Royal Blue, or Hunter Green, button-down or pull-over type, County emblem on left side, name and department on right.

Note: Department heads are responsible for overseeing styles and colors of shirts, keeping this policy in mind. Department heads will also determine which employees, if any, require safety prescriptions glasses, safety sun glasses, hard hats, steel toe/steel shank boots (proof of steel toe/steel shank and receipt must be furnished before employee can be reimbursed), back braces, safety vests, caps, gloves, rubber boots, rain gear, ID badges and/or other types of equipment. All office and administrative personnel must place uniform orders prior to March 1. Any exceptions will require the approval of the County Manager.

ALL UNIFORMS ARE TO BE ORDERED BY PURCHASING using the County purchasing policy.