

## **TOWN OF SLAVE LAKE**

### **TITLE: DRESS CODE POLICY**

### **POLICY**

#### **POLICY STATEMENT:**

The Town of Slave Lake will portray the most professional and business-like image possible at all times. The Town expects its employees and representatives to help portray this image through their attire. Where the specific requirements of the environment in which the employee works differs from that of the standard business office, then operational issues such as safety and quality control will dictate the appropriate dress standards.

#### **POLICY OBJECTIVE:**

The objective of this policy is to:

1. Ensure that employee's clothing is suitable for the conditions and the work being performed, with due regard for personal safety and comfort.
2. Provide appropriate identification for all Town employees when on shift.
3. Ensure that acceptable public image and consistency of dress is portrayed by Town employees.

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**PROCEDURE**

**1.0 DEFINITIONS**

**1.01 Dress for Identification:**

Uniforms and identification provided by the Town to employees for the purpose of identifying to the public a Town employee on the job.

**1.02 Protective Clothing:**

As per Provincial/Federal legislation or Town safety policies and procedures.

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**2.0 RESPONSIBILITIES**

**2.01 Town Council :**

Approve and adopt policies indicating the general direction and limits of discretion to be used by Town staff in their work.

**2.02 Chief Administrative Officer (CAO):**

Approve amendments to the dress code to meet the changing requirements of the Town.

**2.03 Department Heads:**

- a. Monitor the dress of employees under their supervision for compliance with dress code.
- b. To budget accordingly for clothing requirements.
- c. Use discretion where conditions warrant a relaxation of the dress code, providing an acceptable Town image is maintained.
- d. Be aware and evaluate changes that are required to the clothing policy and forward them to CAO for approval.

**2.04 Employees:**

Dress as per dress code policy. Town staff issued clothing must be worn on the job as required, but must not be worn off the job.

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**3.0 STANDARDS/GUIDELINES**

- 3.01 An employee should receive any required clothing after the date of probation, except for safety equipment as required.
- 3.02 The Town of Slave Lake will pay for the cost of all standard issued clothing requirements as per sections 4.06 to 4.11.
- 3.03 Issued clothing must be worn on duty to identify employee as Town staff at all times.
- 3.04 All clothing is the responsibility of the employee to whom it is issued, including repair and cleaning. No employee shall wear Town issued clothing at times other than at work or to and from work (work boots excluded.)
- 3.05 Employees shall be required to preserve issued clothing in order to ensure maximum life expectancy and to ensure a presentable appearance.
- 3.06 The Town color will be blue for clothing with yellow lettering and the Town logo is to be utilized on all issued clothing. (except those mandated in 3.07)
- 3.07 For all employees working in the field where a safety hazard is possible, the issued clothing will be bright orange in color with reflective markings and the Town logo is to be utilized as appropriate.
- 3.08 Town employees wanting to purchase jackets, etc, for personal use with Town logos, other than protective clothing, must have type, style, and color(s) approved by Chief Administrative Officer before proceeding with purchasing.
- 3.09 If a Department Head, Immediate Supervisor or the CAO identifies dress as not appropriate for the persons position and duties they may require that employee to meet those requirements deemed necessary.
- 3.10 With the exception of the pool, shorts are not an acceptable form of dress in any department. Field staff may wear shorts under their coveralls.
- 3.11 Under specific circumstances, the CAO may approve the wearing of shorts, if shorts are of a professional appearance, for a one day event.

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**4.0 POLICY PROCEDURES**

- 4.01 All clothing issued that becomes unserviceable because of regular wear, will be exchanged on a regular basis when determined by Department Head. Unusable clothing must be returned before being replaced. Issued clothing lost or damaged beyond acceptable standards for work as determined by department foreman will be the responsibility of the employee to replace or replacement costs will be deducted from the employee's cheque, except as authorized by Department Head.
- 4.02 As required by Department Head, the employee will purchase safety toed boots, send a cheque requisition via the foreman to accounts payable with proof of purchase along with proof of meeting safety standards (green tag). The foreman will submit a budget code and approval to Director of Finance for reimbursement.
- 4.03 Safety clothing shall be replaced as required by the Town. Previously issued equipment must be returned prior to being replaced.
- 4.04 All safety clothing used by the Town with the exception of footwear shall remain the property of the Town and then returned by employee upon termination of employment.
- 4.05 Office staff who continuously deal with the public or are on premises that are open to the public should observe the following dress code.
  - a. Males - Dress slacks/shirts, ties (option), sweaters, dress shoes.
  - b. Females - Dresses, Skirts, coordinated outfits, sweaters, blouses, dress slacks and dress shoes or sandals.
  - c. Casual Fridays - On all Fridays, unless otherwise requested, employees will be allowed to wear blue jeans and casual tops as long as they are not ripped or torn and the tops are not offensive. (ie. t-shirts with offensive sayings, tank tops, halter tops, strapless tops)

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**4.0 POLICY PROCEDURES (cont.)**

**4.06 Bylaw Enforcement Officer/Special Constable**

- a. When a full time employee is hired the following uniform will be issued.
  - 1 - all season jacket.
  - 2 - pair of pants (all season material)
  - 6 - shirts (3 long sleeved, 3 short sleeved)
  - 2 - caps (1 winter, 1 summer)
  - 2 - neck ties
  - 1 - rain coat
  - 2 - pair gloves (1 summer, 1 winter)
- b. Uniform equipment shall be replaced annually or as required by the Town. Previously issued uniform equipment must be returned before being replaced.
- c. Uniforms will be blue in color, with red piping on pants and hat. All logos will be of Town design, with the additions of Bylaw Officer or Special Constable when applicable.
- d. Footwear will be black in color, style to be approved by Department Head. This footwear will be paid 100% by the Town once per year.

**4.07 Animal Control Officer**

- a. When a permanent employee is hired the following uniform will be issued.
  - 1 – all season jacket
  - 4 - T-shirts (2 short sleeve, 2 long sleeve)
  - 1 – rain coat
  - 1 - pair of black boots, as approved by Department Head. This footwear will be paid 100% by the Town once per year.
- b. Clothing will be blue in color with appropriate Town logo where appropriate.

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**4.0 POLICY PROCEDURES (cont.)**

**4.08 Field Staff**

a. The Town will issue to each full time employee the following protective clothing as required.

- 1 – Town cap (replaced when returned)
- 2 – coveralls (maximum 2 per year) (bright orange with reflective tape)
- 1 – helmet liner
- 1 - hard hat

Provide a \$200 boot allowance per year. (Employee to provide proof of purchase along with Green Tag for safety proof.)

- 2 – gloves, (1 winter, 1 summer) replaced when returned
- 1 – parka

b. All issued clothing such as coveralls, jackets, uniforms will have approved Town logo crest for identification purposes.

c. Town employees will be provided the following safety and protective equipment as required for specific jobs.

- hearing protection	- eye protection
- safety vests	- rain gear
- hip waders	- chain saw chaps
- insulated coveralls	

The above equipment should be returned to store room immediately after the job is completed.

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**4.0 POLICY PROCEDURES (cont.)**

**4.09 Pool Staff**

See Appendix 1

**4.10 Arena Staff**

Will be provided with the following clothing items. Clothing is to be kept in a clean and presentable condition and will be worn while on shift at the facility.

- Town hat
- Town jacket

**4.11 Temporary/Casual Employees**

- a. Will be supplied with personal safety toed footwear.
- b. All other safety equipment will be provided for as required by the Town.