

**Policy No. 37, 2009**

**Policy Title:** **Clothing Provisions for Public Works Employees**

**Date Adopted:** July 21, 2009  
**Date Reviewed:** January 27, 2015

**Policy Purpose:** Public Works employees must wear personal protective clothing in accordance with the Town's Safety Policy and must be dressed appropriate for the type of work they do.

The Town wishes to have its' Public Works employees dressed in a uniform, easily identifiable manner that also presents a standardized public image.

The Town recognizes that the clothing worn by Public Works employees can be exposed to abrasive treatment and exposure that is beyond normal wear and tear and as such, the Town further recognizes that it is reasonable to provide certain clothing items required to be worn by Public Works employees and to cost share other clothing items.

**Policy:** The Town will annually, provide each, full-time, permanent Public Works employee, two sets of pants and shirts, and two coveralls, after the first 3 months of employment.

**Amended Jan 27/15** The Town will pay 100% of the cost of one pair of CSA approved footwear, to a maximum of \$150.00 per employee, per year.

The Town will provide all hard hats, liners, protective gloves, safety vests, rain coats and other personal protective clothing required, pursuant to the Town's Safety Policy.

**Added Jan 27/15** Staff are encouraged to add the Town logo to clothing paid for by the Town.

Annually, the Public Works Foreman shall submit a budget appropriate to cover the costs of this policy.

**Rescinding of Policy 24/98** This Policy rescinds Policy 24/98, dated March 10, 1998.

Original Signed  
Mayor

Original Signed  
Chief Administrative Officer