

Office of the Mayor
Tulsa, Oklahoma

Executive Order No. 90-18
August 21, 1990

ESTABLISHMENT OF A PERSONNEL POLICIES AND PROCEDURES SECTION
TO GOVERN EMPLOYEE UNIFORM PROVISIONS
FOR THE CITY OF TULSA

By virtue of the power vested in me, as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. PURPOSE. To establish a Personnel Policy and Procedure which will govern and standardize the uniform allowance and uniform provision benefit for City employees.

Section 2. ORGANIZATIONS AFFECTED. All City Departments.

Section 3. DEFINITIONS. As used in this policy, uniform allowance shall mean those monies paid directly to employees for the purchase of work uniforms. Uniform provision shall mean uniform allowance, supplied rental uniforms or City of Tulsa purchased uniforms provided to employees. Employee shall mean all classified and unclassified employees of the City of Tulsa including both union and non-unionized employees.

Section 4. POLICY.

619. UNIFORMS

- .1 The City of Tulsa recognizes some jobs require employee contact with hazardous materials, chemicals and work environments which unusually soil, contaminate and/or cause the deterioration of the employee's clothing. Additionally, the safety of employees and the general public as well as the appropriate image of our employees to the general public is enhanced through the use of easily recognized uniforms. The City of Tulsa, therefore, provides uniforms or uniform allowance to certain employees based on an assessment of these safety and public recognition factors.
- .2 Only those employees reviewed and approved for uniforms or uniform allowance by the Personnel Director shall be eligible for uniform provision by the City of Tulsa. General guidelines concerning the number of uniforms provided, specifications, styles, components and colors must likewise be approved by the Personnel Director to ensure cost efficiency and uniformity in benefits provided to similar employee groups.
- .3 Certain classifications or groups of employees may be required to conform to uniform standards for consistency within departments or the City of Tulsa in general. Such standards shall be approved and provided to all departments by the Personnel Director.

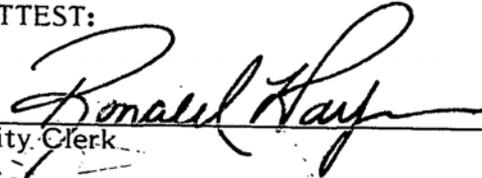
- .4 Employees provided uniforms or uniform allowance shall be required to wear the appropriate uniform on the job at all times unless they are granted reasonable or necessary waivers of this requirement by their supervisor.
- .5 Employees shall be responsible to maintain such uniforms in an appropriate manner as representatives of the City of Tulsa. Supervisors shall be responsible to ensure employees exercise proper care and display of their uniforms.
- .6 Employees who damage or suffer loss of uniforms due to their own negligence shall be required to purchase or reimburse the City of Tulsa for the purchase cost of replacement uniforms. Additionally, actions involving uniform neglect, negligence or improper display of the uniform or associated clothing or attachments may result in disciplinary action being taken against an employee.

Section 5. EFFECTIVE DATE. This Order shall take effect immediately.



Rodger A. Randle
MAYOR

ATTEST:


City Clerk