

831. Employee Uniform Policy

The City of Tulsa recognizes that uniforms are an important part of maintaining a safe and healthy working environment. The Employee Uniform Policy is intended to standardize and govern the uniform allowance and uniform provision program for non-sworn City employees

.1 Definitions

.11 "Uniform allowance" means those monies paid by the City for the purchase of work uniforms for employees required to wear uniforms in the performance of their assigned duties.

.12 "Uniform provision" means uniform allowance, supplied rental uniforms or City of Tulsa purchased uniforms provided to non-sworn employees.

.13 "Employee" means all non-sworn classified employees of the City of Tulsa

.14 "Improper display" means wearing the uniform in such a way that the City of Tulsa logo is hidden, obscured, or altered.

.15 "Improper use" means wearing the uniform to businesses or events that could bring embarrassment to the City of Tulsa or using the City's uniform for personal profit or for personal gain or recognition.

.16 "Employee storefront" means the source by which employees can purchase approved non-uniformed items with City of Tulsa branding.

.2 Uniforms

.21 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.

.22 The safety of employees and the public, as well as the appropriate image of our employees to the public, is enhanced through the use of easily recognized uniforms.

.23 The City of Tulsa will provide uniforms or a uniform allowance to certain employees based on an assessment of safety and public recognition factors.

.24 The established uniform allowance is \$175.00 annually for employees with three (3) or more years of employment.

.241 Employees transferring from a department without a uniform requirement or from another department will be approved for the uniform allowance in the new department beginning at the year three provision, unless otherwise determined by the department head, based upon safety considerations, budget, and employee need.

.242 Employees with less than three (3) total years of employment with the City will be provided uniforms according to the approved uniform allotment schedule as follows or provided uniforms sufficient to perform the employees' job, as determined by the department head, and based upon the operational and budgetary needs of the department.

Year	Shirts	Pants	Jacket	Hats
One (1)	10	6	1	2
Two (2)	6	4	1	2
Three (3)**	6	4	1	2

* Uniform allotments listed in .242 for employees in years one (1) through three (3) of employment are only listed for informational purposes and may be subject to change based upon safety requirements or upon operational need as determined by the department head. The number of items provided may be subject to change, if the department determines need for different items or based upon the provisions in .243.

** Employees with three (3) years of service as shown in PPPM .242 may elect to receive the \$175 annual uniform allowance instead of the year three (3) allotment to purchase approved standard uniform items from the option list and based upon the provisions in .243.

.243 Employees uniform allowance may be adjusted due to budgetary considerations based upon the date of hire or date of transfer.

For example: If an employee hires or transfers in March, then the employee will be provided with sufficient uniforms to perform the job, but not the full allowance. The employee will be provided the full allowance after the start of the next fiscal year and based upon the department's ability to purchase under the City's uniform vendor contract.

.25 Employees who are exempt or are working in office or administrative positions that are not customer-facing or required to work in the field daily will not be eligible for the annual uniform allowance or any future proposed increases to the uniform allowance.

.26 Each Department is responsible for establishing processes and guidelines for the purchase of any clothing for their employees

.3 Eligibility

.31 Certain employees may be required to conform to uniform standards for consistency. Such standards shall be approved and provided to all departments by the Communications Department and/or the Personnel Director or designee. Only those employees approved for uniforms or uniform allowance by the Personnel Director or designee, based upon their job description and duties, will be eligible for uniform allowance or provision by the City of Tulsa.

.32 Employees provided with uniforms, or a uniform allowance will be required to always wear the appropriate uniform on the job unless alternative attire is approved by management.

.33 Employees will be responsible for maintaining uniforms in an appropriate manner as representatives of the City of Tulsa. Supervisors will be responsible for ensuring employees are properly and safely dressed for their job duties.

.34 Employees who damage or lose their uniforms due to negligence or intentional action will be required to purchase or reimburse the City of Tulsa for the full cost of replacement uniforms. Additionally, actions involving uniform neglect, improper display or improper use of the uniform or associated clothing or attachments may result in disciplinary review.

.4 Repayment of Uniform Allowance

.41 Employees who receive uniforms or the uniform allowance and leave employment with the City of Tulsa or transfer to a position not requiring uniforms must return all uniforms washed and in good condition, or, if uniforms are not returned washed and in good condition, the Employee will be required to repay a prorated amount, which will be withheld from the employee's next pay check or final pay check, as applicable.

The prorated schedule is as follows:

Time from payment of annual uniform allowance	Amount to be Paid
Three (3) months from purchase	100%
More than three (3) but less than six (6) months from purchase	75%
More than six (6) months but less than nine (9) months from purchase	50%
More than nine (9) months but less than twelve (12) months from purchase	25%

.42 Prior to receiving uniforms under this policy, employees will be required to read and sign the Uniform Repayment Agreement. This form must be renewed annually prior to receipt of uniforms or a uniform allowance.

.421 Refusal to sign the Uniform Repayment Agreement may result in a delay in procurement of uniforms.

.5 Uniform Program Review

.51 In even calendar years, beginning from the year this policy becomes effective and prior to October 1st, the current rate of inflation will be reviewed by Human Resources staff and provided to the Personnel Director or designee.

.52 The Personnel Director or designee will review the information provided and make recommendations for an increase or decrease in the amount paid for the uniform allowance to all City Departments for inclusion in the next fiscal year budget.

.521 The uniform allowance will be increased or decreased every odd number year in increments of no less than \$25.00, using the inflation rate as guidance.

.53 Increases to the uniform allowance will be based upon the appropriation of funds and increases may be temporarily ceased by the Mayor or their designee due to budget constraints

.6 Employee Storefront

.61 Employees must get prior approval from their department head or designee before wearing items bought through the employee storefront while on the job.

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.62 Actions involving improper display or improper use of the clothing or attachments purchased from the storefront may result in disciplinary review.