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Edmonson County Water District Policies and Procedures

Uniforms, Outerwear, and Logo Apparel

Edmonson County Water District

1128 KY Hwy 259N Brownsville KY 42210

Document History

Document Location

This is an on-line document. Paper copies are valid only on the day they are printed. Refer to the author if you are in any doubt about the accuracy of this document.

Revision History

Date of this revision:04/12/2024 Original Draft	Date of next revision:
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Revision Number	Revision Date	Summary of Changes	Author
			KS

Approvals

This document requires following approvals:

Name	Title
Jimmy Mills	Water Board Chairman

This document has been distributed to:

All board members and employees of the Edmonson County Water District.

Subject:

Procedure No. 401.00

First Issue Date: 04/12/2024

I. OBJECTIVES:

- A. To establish guidelines for apparel and uniform purchases for employees.
- B. To establish apparel allowance for all employees.
- C. To establish guidelines for disposal of all apparel with the Edmonson County Water District logo

II. POLICY:

- A. Edmonson County Water District will provide uniforms, outerwear, and logo apparel to meet the job requirements of all employees, at Edmonson County Water District's sole discretion.
- B. Allowances will be determined by Edmonson County Water District in its sole discretion, based on job requirements.
- C. All logo apparel must be disposed of so that the general public will not have access to clothing that could allow anyone to misrepresent themselves as Edmonson County Water District employees.
- D. While wearing logo apparel, it is understood that employees are representing Edmonson County Water District and should protect the company name and reputation at all times.

II. PROCEDURE:

- A. **FIELD EMPLOYEES: (PLANT AND DISTRIBUTION)**
- B. Distribution system and treatment plant operators shall be entitled to an annual uniform allowance of \$ 350.00 for pants and shirts.
- C. Blue jeans will be the acceptable pants and shall be purchased by each employee and reimbursed upon the return of a proper receipt to the bookkeeper.
- D. A District selected retailer will be used for shirts. "Our company store" Shirts will be ordered by the District at the request of the employee from a District provided list of the company store.
- E. Apparel will be ordered quarterly except in the event of new employee orders.
- F. In addition to the annual allowance and an additional \$150.00 will be allowed for the initial purchase for the distribution and plant employees.

- G. Carhart outerwear will be provided for all outside employees. The employee may choose from a choice of insulated bib overalls and an insulated jacket. Or a pair of insulated coveralls.
- It will be the full responsibility of the employee to maintain the outerwear, and it will only be replaced when the outerwear is no longer considered as appropriate by their supervisor.
 - Any outerwear lost will be the full responsibility of the employee to replace.
 - Outerwear that no longer fits will be the full responsibility of the employee to replace.
- H. **INSIDE EMPLOYEES: (OFFICE STAFF)**
- I. Office staff will be allowed an annual allowance of \$250.00 to purchase company apparel.
- J. A District selected retailer will be used for shirts. "Our company store" Shirts will be ordered by the District at the request of the employee from a District provided list of the company store.
- K. Apparel will be ordered quarterly except in the event of new employee orders.

APPROVED BY:

Chairman, Board of Commissioners

