# PUBLIC WORKS UNIFORM & CLOTHING POLICY Revised February 2017

## I. PURPOSE

The City of Boulder Public Works Department recognizes the need to provide clothing and/or uniforms to some employees in order to prevent damage to personal items as a result of the work required for certain jobs as well as to help promote employee identification in the field.

The purpose of this Public Works Department Uniform & Clothing Policy is to identify what clothing items should be provided to employees by the department using city funds and to provide guidance for the appropriate acquisition of, or compensation for, such clothing.

Personal Protective Equipment (PPE) is not considered "clothing" and is addressed in Section XIII: Personal Protective Equipment (PPE).

## II. GENERAL POLICY / CITYWIDE POLICY ALIGNMENT

The City of Boulder has a citywide "Employee Uniform / Clothing Policy." Excerpts from the 2001 version are included below, which provide important context for the Public Works' policy.

Excerpts from citywide "Employee Uniform / Clothing Policy" – dated and signed Jan. 1, 2001:

When an employer provides <u>uniforms</u> or pays uniform allowances, Federal tax laws, rulings and regulations stipulate and court decisions uphold that, in order to be excludable from an employee's wages, uniforms <u>must be required</u> by the employer and <u>cannot be adaptable</u> for general use. If both these conditions are not met, the value of the uniforms or the amount of the allowances must be recognized as compensation and included in the employee's wages and Federal and State taxes must be withheld and paid.

. . .

From an administrative perspective, the least complicated method for obtaining such clothing and withholding applicable taxes would be the payment of a clothing allowance directly to each eligible employee through payroll.

. . .

The following guidelines have been prepared to assist department management when considering the implementation of an employee uniform policy. Any variances from

these guidelines will result in the value of the clothing being included as taxable gross wages.

- *a)* <u>Uniforms</u> are to be provided only under the terms of a policy and procedure document, published by the adopting agency, which specifies:
  - Wearing the prescribed uniform, under those circumstances, outlined by the policy, is <u>mandatory</u>;
  - The characteristics, <u>designs and styles</u> of the uniform or uniforms to be adopted;
  - Except in the case of protective gear or in the case of trade or profession specific clothing, a <u>badge, logo, or other distinctive insignia</u> is to be worn as part of or in conjunction with the uniform and that such badge or insignia must clearly identify the wearer as an employee of the City of Boulder;
  - *<u>Those employees, by category, who are required to wear uniforms;</u>*
  - That wearing the uniform is prohibited except when the employee is on duty or commuting to or from the work site; and
  - *The <u>method in which uniforms are to be provided</u> (monthly allowance, <i>uniform rental, etc).*
- *b)* Uniforms <u>should not</u> be considered for any combination of the following reasons alone:
  - To enhance employee or organizational morale or espirit de corps;
  - To augment an employee's compensation; or
  - To substitute for a normal, common sense dress code or the enforcement of such a code.

In reading the citywide policy, it is apparent that the terms "clothing" and "uniforms" are <u>not</u> interchangeable terms. Interpretation:

- "Uniforms" = <u>tax exempt</u>, provided by the department, mandatory and not adaptable to outside use. Must include a city logo.
- "Clothing" = <u>taxed as compensation</u>, adaptable to other uses, not necessarily mandatory but could be purchased for employees to help accomplish business operations. Does not include city logo.

#### **III. EMPLOYEE CATEGORIES**

This policy covers all Public Works employees. All positions within Public Works will be assigned to one of three categories to determine which uniform and clothing allotment is to be provided to each individual:

- Category I: Field Services Physical Work
- Category II: Field Services Public Contact/Less Intensive Physical Work

• Category III: Office

A description of each category is provided below.

Newly created positions will be assigned to one of the categories by the manager of that workgroup, with supervisor input, based on the following guidance and how similar positions are already categorized.

- <u>Category I: Field Services Physical Work</u>: includes positions that require the employee to spend most of their time in the field or in more industrial-type settings, performing physical work. As a result, the wear and tear on clothing is more significant than for other positions. There is also a need for recognition as a city employee (with a city logo) when in public.
- <u>Category II: Field Services Public Contact/Less Intensive Physical Work:</u> includes
  positions that require the employee to spend time in the field where public contact
  often occurs and/or performing work where some wear and tear on clothing is
  expected, but where the physicality of the role is not intense. For example, this may
  include civil engineers, laboratory employees, employees who enter businesses, etc.
  There may be occasional needs for recognition as a city employee (with a city logo)
  when in public.
- <u>Category III: Office:</u> includes positions that require employees to spend the majority of their time in an office setting. There may be occasional opportunities when recognition as a city employee (with a city logo) in public is helpful.

Each category is provided different uniform and clothing allotment amounts on an annual basis. A listing of positions in each category can be found in **Attachment A**. A comprehensive listing of all position codes is maintained by the Administrative Services Team.

Details of what each category is allotted, can be found under the "Uniforms," "Clothing," and "Personal Protection Equipment" sections below.

Employees and supervisors are reminded that the purchase of clothing and uniforms by the Public Works Department for its employees is not a right or an entitlement. Instead, it is considered equipment necessary to do the work on behalf of the department and city. Individual preferences for style and color choices are only considered when appropriate.

### **IV. UNIFORMS**

(Logos included, tax exempt)

(Please refer to the definition of "uniform" in Section II above as it is distinguished from "clothing.")

The Public Works Department will coordinate the order and purchase of uniforms on behalf of the employees who are required to wear them on the job. Because these items are taxexempt, they must be purchased with city funds – either by the vendor submitting an invoice to the city to be paid through the MUNIS financial system or with a city purchasing card.

Uniforms may vary between workgroups, but to be considered a uniform they must:

- a) Be mandatory attire for work or for supervisor-specified situations at work.
- b) Include a city logo that is easily identified in public.
  - City logos must be placed in the front of shirts, on the front upper crest of the shirt, preferably above the upper left pocket.
  - Logos must be coordinated through the Public Works Administrative Services team to ensure consistency in format.
- c) <u>Not be</u> worn outside of work, except for commuting to and from work.

For this policy, "uniform" includes logoed items from the list below:

- Long- and short-sleeved T-shirts, polo shirts, button down and collared shirts
- sweatshirts and hoodies
- jackets
- hats
- rented uniforms

If employees in workgroups that use rented uniforms have additional clothing needs, the rest of this policy applies to those purchases. However, if they are using the rental service for both uniform and clothing supplies, then they will not receive the allotments listed in this policy.

Any other work attire items purchased for city employees will be considered either PPE or clothing. See the appropriate sections below for items that fall into these categories.

#### **Uniform Allotments:**

Each employee category will receive a different maximum allotment for uniforms (tax exempt) annually.

For 2016, the uniform allotments are: Category I: \$250 Category II: \$150 Category III: none – supervisor discretion & approval prior to purchase

Allotments will be applicable for the calendar year between March 1 – Feb. 28.

The maximum allotment is the maximum amount the city will spend on an employee in that category for uniform items (logoed, tax exempt) in one calendar year. This does <u>not</u> mean that employees have to spend the maximum amount. Employees and supervisors should use discretion and only purchase items that are needed to perform the job. Every employee is

required to consider appropriate use of ratepayer/taxpayer money when making uniform purchases.

Any amount spent over the maximum uniform allotment will be paid by the employee at their own expense. For an exception, the employee must receive supervisor approval. Items that have city logos on them are considered City of Boulder property and must be returned at the end of employment. This applies even if the item was purchased or partially purchased with the employee's personal funds because they went over their maximum allotment.

Items that would normally fall under the "clothing" category cannot be logoed to avoid paying taxes on them or to use the uniform allotment to pay for them. For example, the department will not allow employees to logo jeans in order to count them as a uniform item.

#### **Outside of Work**

Uniform items provided by the city (anything with a city logo or provided by a rental company) may <u>not</u> be worn by the employee when off duty, except when the employee is in the process of commuting to and from work, or at a work-related function. If an employee is found to be wearing anything with a City of Boulder logo outside of work hours in a public place, like in a bar, restaurant, or at a public event on personal time, this may result in disciplinary action.

#### **Beginning of Employment:**

New employees should be given temporary uniform items by their supervisor to use until they receive their uniform orders.

If a new employee starts work before Sept. 1, they will receive their full annual allotment. If the employee starts after Sept. 1, then they will receive 50% of their annual allotment. Exceptions for additional expenses, for those receiving a percentage of their allotment, will be up to supervisor approval on a case-by-case basis. For employees beginning employment after Sept. 1, supervisors should use discretion and consider, based on the timing of the employee's start date, whether the employee really needs additional allotment right away, or whether it is prudent to wait until March 1 when the next allotment would be provided.

<u>For example</u>: it might be appropriate to make an exception to the 50% allotment to allow for a winter coat for a new employee who will be working outside in the cold weather before the March allotment is renewed, if the cost of the employee's uniform needs, including a coat, exceeds 50%. However, the supervisor and employee should then use discretion in March of the next year to determine if the employee needs to spend their full allotment given that items were recently purchased.

For any exception, the employee must receive supervisor approval <u>before</u> the items are purchased.

#### **End of Employment:**

All uniforms bearing the city logo are considered city property and must be relinquished to the supervisor upon the end of the employee's employment with the city. If items are not returned, the city may pursue reimbursement for the amount spent in the past calendar year on that employee.

Supervisors are expected to exercise reasonable diligence and to make a good faith effort to ensure the return of city-purchased uniforms upon termination of an employee.

Used uniforms should be assessed by the supervisor for applicable use by future seasonal, temporary or new employees. The supervisor may have these clothing items laundered for use or may dispose of them if deemed unusable.

Because the city logo should not be worn outside of official work duties, logoed items should <u>never</u> be donated for resale at thrift stores or given to organizations that distribute clothing to those in need.

#### Temporary and Seasonal Employees:

Uniform purchases for temporary and seasonal employees will be up to supervisory discretion, but total amount spent is not to exceed the maximum allotment for that category.

#### Logos:

The department will use a standardized logo format. The following workgroup names will be used on logos. Additional names for workgroups will not be permitted unless workgroup names officially change within the department's organizational structure. Pre-existing uniforms with workgroup names that aren't included on the list below should be phased out over time.

- Airport
- Building Inspection
- Code Compliance
- Facilities and Asset Management
- Fleet Services
- Development Services
- Public Works
- Right of Way Inspection
- Transportation
- Transportation Engineering
- Transportation Maintenance
- Transportation Operations
- Utilities
- Utilities Engineering
- Utilities Maintenance
- Wastewater Treatment

- Water Quality & Environmental Services
- Water Resources
- Water Treatment

Logos will be placed in consistent locations on uniform items. On shirts and jackets, they should be placed on the front upper crest of the shirt, preferably above the upper left pocket. On hats, they should be on the front of the hat, facing forward.

### V. CLOTHING (No logos, taxable)

The Public Works Department will provide compensation for some clothing items for employees who are in positions that result in significant wear and tear to clothing items due to the nature of their responsibilities. This typically applies to staff in the field performing physical duties and, to a lesser degree, staff in laboratories and treatment plants where exposure to chemicals and equipment causes damage to clothing more frequently.

Clothing is considered to include items that are not logoed, not required as part of a uniform and could be adapted for everyday use outside of work. Examples include:

- jeans, pants, coveralls
- non-logoed shirts, coats, sweatshirts, hats
- socks
- shoes (that are not safety-toe)
- other miscellaneous personal items

Clothing is considered compensation and is taxed. Items that would normally fall under the "clothing" category cannot be logoed just to avoid paying taxes on them or to use the uniform allotment to pay for them. For example, the department will not allow employees to logo jeans in order to count them as a uniform item.

If employees in a workgroup are receiving clothing supplies through a rental service for their non-logoed clothing, then they will not receive the allowance listed below.

#### **Clothing Allotments:**

Each category will receive a different annual maximum allowance for clothing. The allowance will be added to the employee's paycheck during the month of March each year and will be taxed as compensation.

For 2016, the clothing allowances are: Category I: \$250 (after taxes) Category II: \$100 (after taxes) Category III: none It is up to the employee to use their allowance to purchase appropriate items so they are properly outfitted for their jobs. If they don't need to use the entire allowance, they may keep the rest as compensation.

The department will not track what items are purchased with the clothing allowance. Rather, the department is compensating the employee for assumed costs associated with their job, and the employee is responsible for purchasing needed goods to be appropriately outfitted at work.

Employees will be responsible for purchasing their clothing on personal time (outside of working hours) in the amounts and styles they need in order to meet the Workplace Attire Requirements listed in Section VI below, as well as to meet any other workgroup-specific dress code requirements.

The clothing allowance is the absolute maximum amount the city will spend on an employee in that category for clothing items in one calendar year. If employees need to spend more money for more items, then the purchases will need to be made with personal funds or they can wait for the next allowance to be issued.

#### **Beginning of Employment:**

New employees will receive a pro-rated clothing allowance based on the amount of time left in the year before a new allowance is provided.

If employees do not have enough to purchase what they need when they receive their prorated allowance, they will need to provide their own clothing until the next allowance is issued.

#### End of Employment:

Clothing items, which are considered compensation, taxable and transferable to other uses, are considered the property of the employee and may be kept after employment has ended.

#### **Temporary and Seasonal Employees:**

Clothing allowance for temporary and seasonal employees whose positions would fall into **Category I** will be up to supervisory discretion. Total amount provided is not to exceed the maximum allotment for that category.

#### **VI. WORKPLACE ATTIRE REQUIREMENTS**

Supervisors and managers will determine appropriate dress code requirements for their workgroups and will communicate these to their employees.

Employees in every workgroup are expected to come to work in clothes that are appropriate for the job. Jeans, slacks, shirts, and jackets should be free of holes and stains.

Employees must be properly attired before beginning their shift. Employees not properly

attired may be asked to properly attire themselves before they can begin their work. Time taken to correct their clothing will be at the employee's expense. They will either need to use vacation time or work off the time later, with supervisor approval. Repeated infractions of the policy may result in discipline.

### **Altered Clothing and Uniforms**

Employees may not alter clothing or uniforms from the original form, with the exception of tailoring if needed. If an employee intentionally alters uniforms or clothing items from their original form (with the exception of tailoring), the employee will be required to replace the items at their own expense.

Altered clothing at work is not considered acceptable. Examples of this would be jean cut-offs, cut-off sleeves, pants that intentionally hang below the belt line, hats that are bent excessively or flipped up, etc. Hats should be worn as intended, facing forward, not backward or sideways. Hats will be logoed on the front.

### Laundry Services

Laundry equipment and supplies are available at each treatment plant, at the Municipal Services Center and at the FAM offices in the downtown campus. Employees in categories I and II are encouraged to use these facilities to wash uniforms and clothing that are soiled from work. In particular, employees who come into contact with potentially hazardous or contaminated materials are encouraged to avoid taking those materials into their home by washing the clothing at work.

## VII. PERSONAL PROTECTIVE EQUIPMENT

Safety items that qualify as Personal Protective Equipment (PPE) are not subject to the clothing or uniform restrictions or allotments. The Public Works Department has a responsibility to protect employees from potential injury. Therefore, necessary PPE will be purchased with supervisor approval using city funds. These purchases are tax exempt and should be made with city purchasing cards or through MUNIS to pay against vendor-issued invoices.

### Supervisor/Manager Responsibility:

- Performing a "hazard assessment" of the workplace and operation to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE inventory, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program and PPE selection.

Depending on the type of operation the employee is performing, along with the supervisor's hazard assessment, the following <u>minimum</u> types of PPE should be used:

- Eye and Face Protection (Goggles, Glasses, Face Shields)
- Head Protection (Class A, B or C Hard Hats)
- Foot and Leg Protection (Safety-toe shoes including steel or composite material, Steel Shank shoes, Chaps, Leggings)
- Hand and Arm Protection (Gloves, Kevlar Sleeves)
- Body Protection (Arc-Flash Hazards, Temperature Extremes, Potential Impacts from tools, Hazardous Chemicals or Materials)
- Hearing Protection (Single-Use Earplugs, Ear Muffs, Molded Earplugs)

At an absolute minimum, safety-toe boots, hard hats, gloves, ear plugs, safety vest and safety goggles should be available to each and every employee who will (or may be) exposed to any field work. Additional PPE should be identified by the supervisor via the Hazard Assessment and issued as needed.

#### Safety-toed boots:

The maximum dollar amount that the city will pay for safety-toe shoes is \$200/year. Anything over that will be at the employee's expense. Replacement is based upon supervisor discretion and evaluation of wear and tear on boots.

#### **Shared PPE Items:**

Those who only occasionally have a need for PPE should be given access to shared resources (like hard hats, gloves, bulk ear plug stock, vests, goggles, lab coats), rather than purchasing individual items with a city purchasing card for each individual employee.

Facilities that provide tours in areas where work is occurring should purchase enough shared resources to outfit tour guests.

Shared safety items purchased by the city will remain the property of the city.

#### **Shared Protective Clothing:**

Whenever possible, supervisors are encouraged to purchase clothing items such as shop coats or coveralls that can be shared by the workgroup when there is a non-routine need to protect clothing. (For example, in the office environment, a shop coat might be available for employees to wear when entering an area or to accomplish a task that may dirty their clothes but that is only something they occasionally need to do – like changing toner or a filter.) A shared item like this could be paid for using workgroup operational funds.

#### **Cold Weather Gear:**

Depending on the position and the supervisor's hazard assessment, cold weather gear can be considered PPE. For example, cold weather gear is acceptable PPE for positions responsible for winter watershed duties, snow shift, main breaks, sewer backups, etc.

For employees that don't necessarily need protective winter gear for their work but who may

have a need for a logoed jacket for public identification in the winter (for example, public contact liaisons), these purchases should be considered uniform items and subject to the annual uniform allotment. They wouldn't be considered PPE.

#### **Beginning of Employment:**

The city will provide appropriate PPE for the employee at the beginning of their employment. This is up to supervisor discretion and a result of their hazard assessment.

### End of Employment:

Safety items purchased by the city will remain the property of the city when the employee ends employment, and will be used for new, temporary or seasonal employees, when reusable. The employee must return all reusable PPE at the end of employment, with the exception of safety-toe shoes and ear plugs.

## VIII. ANNUAL PURCHASE OF UNIFORM ITEMS

The Public Works Department will request proposals from vendors for department-wide purchasing, logo attachment, and tracking/reporting. Order processes for uniform items will be coordinated by the Public Works Administrative Services Team.

## IX. ANNUAL REVIEW OF POLICY

A Public Works Department Uniform & Clothing Policy Committee will annually review and update this policy between September and November. At that time, the following year's allotments will be determined. The committee will consist of representatives from throughout the Public Works Department. The committee will make recommendations for policy and allotment changes as deemed necessary to the Public Works directors. Final changes are subject to director approval.

If at any time during the year, a question concerning policy or a proposed policy change arises, a special meeting of the clothing committee may be called to address such issues.

A list of current committee members is included as Attachment B.

This policy is approved by the directors of Public Works.

Arthur Jéff

2/28/17

Date

Director of Public Works for Utilities

Michael Gardner-Sweeney **Director of Publi** Works for Transportation

Date

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**Maureen Rait Executive Director of Public Works** 

28/17

Date

## ATTACHMENT A CATEGORIES AND ALLOTMENTS

This list is not comprehensive. The full list by position code is kept with the Administrative Services team. If you have a question about the positions listed below, please contact Administrative Services.

\* Fleet Services positions are not included in these lists because that workgroup uses a rental service for their uniform and clothing needs.

## **CATEGORY I: FIELD SERVICES - PHYSICAL WORK**

Category I includes positions that require the employee to spend most of their time in the field or in more industrial-type settings, performing physical work. As a result, the wear and tear on clothing is more significant than for other positions. There is also a need for recognition as a city employee (with a city logo) when in public.

## **Position Description** BUILDING CODE COMPLIANCE SPECIALIST I-IV **BUILDING INSPECTOR I-IV BUILDING MAINTENANCE PERSON I-IV** CHIEF PLANT OPERATOR ENGINEERING TECHNICIAN I-IV HYDROELECTRIC TECHNICIAN I-II INDUSTRIAL MECHANIC I-IV INDUSTRIAL PRETREATMENT PROGRAM SPECIALIST I-IV LEAD INDUSTRIAL MECHANIC LEAD SIGNAL TECHNICIAN LIBRARY CUSTODIAN MAINTENANCE OPERATIONS ASSISSTANT MAINTENANCE PERSON I-IV MAINTENANCE SUPERVISOR - (FIELD SERVICES) MAINTENANCE SUPERVISOR - (WATER) MAINTENANCE SUPERVISOR (WASTEWATER) METER SERVICE TECHNICIAN I-IV METER SERVICES OPERATIONS ASSISTANT PLANT OPERATOR A - D PRETREATMENT INSPECTOR I-IV **RIGHT OF WAY CONSTRUCTION INSPECTOR** SENIOR ENGINEERING TECHNICIAN SHOP WRITER METER SERVICE TECHNICIAN I-IV

## **POSITIONS IN CATEGORY I**

SIGNAL TECHNICIAN I-IV
TRANSPORTATION MAINTENANCE SUPERVISOR
TV OPERATOR I-IV
UTILITY LOCATOR I-IV
UTILITY STANDBY I-IV
VALVE OPERATOR I-IV

## CATEGORY II: FIELD PUBLIC CONTACT / LESS INTENSIVE PHYSICAL WORK

Category II\_includes positions that require the employee to spend time in the field where public contact often occurs and/or performing work where some wear and tear on clothing is expected, but where the physicality of the role is not intense. For example, this may include project managers, laboratory employees, employees who enter businesses, etc. There may be occasional needs for recognition as a city employee (with a city logo) when in public.

## **POSITIONS IN CATEGORY II**

AIRPORT MANAGER
BUILDING INSPECTION SUPERVISOR
BUILDING MAINTENANCE SUPERVISOR
BUILDING SERVICES MANAGER
CIVIL ENGINEER I - II
DRINKING WATER QUALITY ANALYST
ENGINEERING PERMIT & INSPECTION SUPERVISOR
ENGINEERING SPECIALIST I-IV
FACILITIES COORDINATOR I-III
FIELD SPECIALIST I-IV
HYDROELECTRIC MANAGER
INSTRUMENTATION AND CONTROL TECHNICIAN I-IV
LABORATORY ANALYST
LABORATORY TECHNICIAN I-IV
LEAD HYDROELECTRIC TECHNICIAN
LEAD LABORATORY ANALYST
LEAD WATER QUALITY ANALYST
MATERIAL SUPPLY SPECIALIST I-IV
PRINCIPAL TRAFFIC ENGINEER
PROCESS AUTOMATION SYSTEM PROGRAM SPECIALIST I-IV
PROCESS AUTOMATION SYSTEM PROGRAM SUPERVISOR
REGULATORY COMPLIANCE SPECIALIST I-IV
RENTAL LICENSING CODE COMPLIANCE SPECIALIST I-IV

SAFTEY & COMPLIANCE OFFICER
SCADA SYSTEM ADMINISTRATOR
SOURCE WATER ADMINISTRATOR
SOURCE WATER QUALITY PROGRAM COORDINATOR
STORM WATER QUALITY ENGINEER I-II
TRAFFIC MAINTENANCE SUPERVISOR
TRANSPORTATION ENGINEER I - II
TRANSPORTATION MAINTENANCE MANAGER
TRANSPORTATION OPERATION ENGINEER I- II
TREATMENT PLANT SUPERVISOR
TREATMENT PLANT SUPERVISOR - MAINTENANCE
TREATMENT PLANT SUPERVISOR - OPERATIONS
TREATMENT PROCESS ENGINEER I - II
UTILITIES COMPLIANCE SPECIALIST I-IV
UTILITIES MAINTENANCE MANAGER
WATER QUALITY ANALYST
WATER QUALITY COMPLIANCE COORDINATOR
WATER QUALITY COMPLIANCE SPECIALIST I-IV
WATER QUALITY ENGINEER I-II
WATER QUALITY INSPECTOR I-IV
WATER QUALITY INSPECTOR I-IV
WATER QUALITY LABORATORY ANALYST
WATER QUALITY SPECIALIST I-IV
WATER RESOURCES ENGINEER I-II
WATER RESOURCE FACILITY MANAGER
WATER RESOURCES SPECIALIST I-IV
WATER SOURCE OPERATIONS MANAGER

## **CATEGORY III: OFFICE**

Category III includes positions that require employees to spend the majority of their time in an office setting. There may be occasional opportunities when recognition as a city employee (with a city logo) in public is helpful.

## **POSITIONS IN CATEGORY III**

ADMINISTRATIVE SERVICES MANAGER
ADMINISTRATIVE SPECIALIST I-III
ADMINISTRATIVE SUPERVISOR
APPLICATION SYSTEM ADMINISTRATOR

APPLICATION SYSTEM SPECIALIST I-IV
ASSOCIATE PROJECT SPECIALIST
BILLING SERVICES REPRESENTATIVE
BILLING SERVICES SUPERVISOR
BUDGET/FINANCE ANALYST
CIS TECH SUPPORT SPECIALIST
COMMUNICATION MANAGER I
COMMUNICATIONS SPECIALIST I - III
DEVELOPMENT REVIEW MANAGER
DEVELOPMENT REVIEW SUPERVISOR
DIRECTOR
DRAFTSPERSON I-IV
DRNKNG WATER PROGRAM SUPERVISOR
EMPLOYEE TRANSPORTATION COORDINATOR
ENGINEERING PROJECT MANAGER
EXECUTIVE DIRECTOR
FINANCE - ADMINISTRATIVE SPECIALIST I-III
FINANCIAL ANALYST
FINANCIAL MANAGER
FACILITIES & FLEET MANAGER
FACILITIES DESIGN & CONSTRUCTION MANAGER
FACILITIES MAINTENANCE & OPERATIONS SUPERVISOR
FLOOD & GREENWAYS ENGINEERING COORDINATOR
GIS ANALYST I-IV
GIS APPLICATIONS DEVELOPER
GO BOULDER MANAGER
INFORMATION RESOURCES MANAGER
INFRASTRUCTURE RESILIENCY & OUTREACH COORDINATOR
LABORATORY & INDUSTRIAL PRETREATMENT SUPERVISOR
PLANNER I- I-II
PLANS EXAMINER
PRINCIPAL ENGINEER
PROGRAM ADMINISTRATIVE MANAGER
PROJECT SPECIALIST I-III
PUBLIC WORKS PROJECTS COORDINATOR
REVENUE & EXPENDITURE ANALYST
SENIOR FINANCIAL MANAGER
SENIOR PLANS EXAMINER
SENIOR TRANSPORTATION PLANNER
TRANSPORTATION MAINTENANCE MANAGER
TRANSPORTATION PLANNER I-IV

UTILITIES MAINTENANCE MANAGER

UTILITIES PLANNER I-IV

WASTEWATER TREATMENT MANAGER

WATER CONSERVATION AND OUTREACH COORDINATOR

WATER QUALITY & ENVIRONMENTAL SERVICES MANAGER

WATER RESOURCES MANAGER

WATER TREATMENT MANAGER

WATERSHED EDUCATION SPECIALIST I-IV

## ATTACHMENT B – UNIFORM & CLOTHING COMMITTEE MEMBERS - 2016

Member Name
KEN BAIRD
SCOTT BAKER
CHRIS DOUVILLE
MIKE EMARINE
JUSTIN GREENE
JODY JACOBSON
ANDREA LEWIS
BRET LINENFELSER
BRYAN ORTIZ
JOE PAULSON
RANDY ROBERTSON
MARK SIMON
DOUG SMITH
EDWARD STAFFORD

#### Workgroup

FINANCE & ANALYSIS TRANSPORTATION OPERATIONS – SIGNS WASTEWATER TREATMENT WATER TREATMENT FINANCE & ANALYSIS ADMINISTRATIVE SERVICES ADMINISTRATIVE SERVICES WATER QUALITY & ENVIRONMENTAL SERVICES UTILITIES MAINTENANCE TRANSPORTATION OPERATIONS - SIGNALS FLEET SERVICES FACILITIES AND ASSET MANAGEMENT TRANSPORTATION ENGINEERING PLANNING & DEVELOPMENT SERVICES

The Public Works Department Uniform & Clothing Policy Committee will annually review and update this policy between September and November. At that time, the following year's allotments will be determined. The committee will consist of representatives from throughout the Public Works Department. The committee will make recommendations for policy and allotment changes as deemed necessary and will seek input and approval from the Public Works directors. Final changes are subject to director approval.

If at any time during the year, a question concerning policy or a proposed policy change arises, a special meeting of the clothing committee may be called to address such issues.