



West Virginia Division of Highways Policy: **Uniform**

Issued by the Commissioner of Highways

Policy No: DOH 1.2

Issue Date: 07/01/2009

Revised: 08/01/2018

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1.0 PURPOSE

In an effort to protect our employees in maintenance related work areas, the Division of Highways (DOH) has secured a uniform contract. It is the opinion of DOH management that providing a more visible and reflective work uniform will create a safer work environment for our employees involved in maintaining our roads, bridges and equipment. Although DOH management realizes many employees may have occasional need for a uniform, the agency cannot afford to supply all employees with uniforms. Therefore, it is the intent of this policy to provide uniforms to those employees who spend the majority of their regularly scheduled work hours in traffic related areas or equipment repair shop facilities for their safety and protection.

2.0 SCOPE

This policy applies to employees in the following classifications:

- Transportation Services Supervisor
- Construction Superintendent
- Transportation Workers 1, 2, 3, & 4
Bridge Maintenance Workers, Craft Workers, Crew Chiefs, Equipment Operators, Laborers, Mechanics, and Welders
- Transportation Crew Supervisor 2
- Bridge Safety Inspectors 1, 2, 3, & 4

3.0 COORIDNATION RESPONSIBILITY

The Division of Highways Maintenance Division is responsible for the Uniform Contract. The Division of Highways Maintenance Division Director will assign a Statewide DOH Uniform Coordinator. In addition, affected Districts/Divisions will assign a District/Division Uniform Coordinator and Location Uniform Coordinators for each distribution point. The Statewide DOH Uniform Coordinator will be responsible for adding and/or deleting personnel classifications designated within this policy. No personnel classifications other than those contained within this policy are eligible for uniform rental.

4.0 POLICY / PROCEDURE

- 4.1 The Division of Highways will provide, at agency expense, rental uniforms approved by the American National Standards Institute (ANSI) to employees who spend the majority of their regularly scheduled work time in traffic related areas or equipment shop facilities. The rental uniforms will have the necessary components for high-visibility required by ANSI. Employees subject to this policy are required to wear the uniforms while

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on scheduled or unscheduled duty. Employees who do not meet all eligibility requirements necessary to obtain uniforms will be required to wear an ANSI approved vest while working in traffic related areas or equipment shop facilities for their safety and protection.

- 4.2 All uniformed employees shall appear in a complete uniform which is defined as an approved pant and shirt or coveralls and a jacket if conditions warrant. Any obscenity of the uniform by outerwear will require the employee to wear an ANSI approved vest. The uniform shall be worn only when on official duty, or when it is reasonable to expect recall to duty. All uniforms shall be clean, neat and in good repair and no alterations shall be made to an issued item.
- 4.3 Employees are responsible for reasonable care of the uniforms and to deliver their soiled uniforms to specified sites for pick up by the vendor. Employees may be required to reimburse the agency for the cost of uniform clothing when reasonable care is not exercised. Employees who are separating from employment or transferring to a position not subject to this policy are required to return uniform clothing to their organizations.
- 4.4 Due to unanticipated scheduling situations, employees who run short of laundered uniforms prior to vendor delivery will be required to launder the uniform at their expense until the next vendor drop off and delivery. Reporting to work in a clean/laundered uniform is required.
- 4.5 Employees must maintain a professional appearance and demeanor when wearing the official DOH uniform. Each employee will be professionally measured to ensure a properly fitted uniform is provided.
- 4.6 The Division of Highways will require reimbursement for lost or damaged uniforms as a result of non-work-related incidents. The District/Division Uniform Coordinator is responsible for determining when reimbursement from the employee is necessary. Non-work related uniform incidents resulting in loss and/or damage will be documented; placed in employee personnel folder; and reimbursable invoice prepared.
- 4.7 DOH employees who are issued uniforms and wish to purchase additional uniforms at their own expense will be required to get the permission of the District/Division Uniform Coordinator. The DOH will only be responsible for laundering the allotted amount of uniforms. The employee will bear the responsibility of laundering any excess uniforms.
- 4.8 The Division of Highways will establish an exchange area for uniforms at each location visited by the uniform vendor. The Location Uniform Coordinator is responsible for handling any problems associated with the uniform exchange.

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- 4.9 An employee meeting the requirements as specified may only be excused from wearing the uniform with the approval of his or her District Engineer/Manager or Division Director.
- 4.10 Employees covered by this policy who fail to comply with its requirements will be subject to disciplinary action.
- 4.11 The Division of Highways reserves the right to address all situations which are not specifically outlined in this policy in a manner consistent with the stated purpose of the policy and delegates this authority to all designated management/supervisory staff.
- 4.12 The awarded contract will be available on the DOT Intranet under DOT agency contracts in the Procurement section of the Finance and Administration page.

5.0 CHANGE LOG

August 1, 2018

- Changed format per Policy and Procedure work group.
- Policy reviewed and updated