



CITY OF DENTON PARKS AND RECREATION

Department Policy Title:	Parks and Recreation Uniform Policy
Policy Type:	Administrative Procedure
Last Revision Date:	01/04/2023

POLICY STATEMENT

In order to maintain the reputation of the Parks and Recreation Department, it is essential to have a workforce that is uniform and neat in appearance. All uniform pieces must be on the contracted price list and purchased from the distribution center or directly from the approved vendor per Purchasing, unless otherwise specified. All uniform pieces must display only approved City markers.

Park Maintenance Division

Each employee receives one full week's supply of uniforms each fiscal year, provided by the City of Denton. This includes (but is not limited to the following items):

Park Maintenance Full-Time Employees:

- Up to six pairs of blue jeans or navy blue cargo pants
- Up to six shirts, combination of short or long sleeve
- One pair of safety toe work boots (see requirements below)
- Winter wear (i.e., coat, coveralls, windbreakers, etc.), as approved by management team
- Headwear (caps, toboggans, beanies, etc.), as approved by management team

Park Maintenance Seasonal Employees:

- Up to five shirts, combination of short or long sleeve
- One pair of safety toe work boots (see requirements below)

Additional Park Maintenance Uniform Specifications:

- Employees may purchase denim blue jeans or khaki cargo pants with their own funds, however they must be comparable to City provided uniforms, (for example acid washed jeans will not be permitted).
- Items purchased by employees will fall under the guidelines of this policy.
- There will be no trading between co-workers and no purchasing items for individuals outside of Park Maintenance.

- Boot requirements are a minimum of 5" in height and must have Safety Toes. Any exceptions to this will only be made for individuals that provide a doctor's excuse ANNUALLY, stating that it is medically necessary for the employee to have other types of boots.
- Personal Protective Equipment, such as gloves and safety glasses, will be provided by the City of Denton when applicable.
- Employees are not permitted to change out of work uniforms until 3:30 p.m. or the end of their shift.
- Items that are being replaced (i.e., winter wear) will need to be brought to Manager for approval prior to replacement.
- Employees will be permitted to wear personal clothing to trade shows and training at external locations, however upon returning the employee must change into their uniform for the remainder of the workday.
- City issued Parks Rodeo shirts, employee appreciation shirts, or PARD Star items may be worn as a replacement uniform during regular working hours, however employees must wear standard issued shirts during special events.

Park Maintenance Warm Season Options:

- Employees may wear shorts.
- Approved shorts are limited to blue denim, and khaki or navy cargo shorts. Shorts are also required to have a neat appearance meaning hemmed, no holes, and must not appear worn, damaged, or faded.
- Shorts may not be worn while working in wild vegetation that exceeds 6" in height.
- Styles of shorts are to be plain, carpenter, or cargo.
- Length must be no shorter than 2 ½" above the knee.
- Shorts will be permitted while attending meetings or training at HR, City Hall or CEU opportunities as long as they meet the criteria as listed above.
- Anyone wearing shorts must have a pair of pants readily available in their work vehicle on site or in their locker. This is a safety measure.
- Wearing shorts while operating any hand tool or equipment that throws loose debris while it is being operated is prohibited. (*for example*: shorts may not be worn while performing these duties-line trimming, edging, welding, grinding, trimming trees, or spraying, etc...).
- Inappropriate shorts or not having a pair of pants on site will be subject to unpaid leave and/or disciplinary action in accordance with City policy (109.01).

Park Maintenance Cold Weather Gear:

- Employees will be issued boot ice grippers at managers' discretion during inclement weather. Ice grippers are to be worn at all times while outside when advised.

Park Maintenance Special Events:

- Employees are authorized to wear “approved” shorts (please see approved shorts requirements listed above) while working at special events.
- Employees have the option of wearing either their safety toe boots or tennis shoes while working special events.
- All other uniform items while working special events will remain unchanged. Employees will be required to wear the appropriate uniform items previously mentioned with the exception of boots and pants.
- Special events include Arts & Jazz Festival, Blues Festival, Holiday Lighting, Juneteenth, Red Bud Festival, Reindeer Romp, Susan G. Komen Race, tournaments as posted, and other events as posted.

Planning Division:

- Up to 3 shirts, combination of short or long sleeve
- Boots every 2 years, or as needed (Manager approval)
- Winter wear as needed (Manager approval)

Leisure Services/Admin Divisions

Each employee receives a supply of uniforms each fiscal year, provided by the City of Denton. This includes (but is not limited to the following items):

Office Based Employees (Managers, Admin, etc.):

- Up to three shirts, combination of short or long sleeve
- Winter wear as needed
- One cap or visor as needed
- One nametag
- May wear a City issued shirt or may wear business attire

Center Based, Professional Employees (Specialists, Coordinators, Supervisors, etc.):

- Up to six shirts, combination of short or long sleeve (Rec leaders may order polos)
- One winter wear piece (hoodie, windbreaker, etc.)
- One cap or visor
- One nametag
- May wear a City issued shirt or may wear business attire if necessary

Seasonal Front Line Employees (staff on SAP list)

- Up to six shirts, combination of short or long sleeve
- Up to three tank tops (if needed for job area)
- One winter wear piece (hoodie, windbreaker, etc.)
- One cap or visor
- One nametag

Volunteers & Contractors

- May be issued up to five City shirts to be worn during events and programs, however the shirt cannot designate the volunteer or contractor as “staff.” These shirts should designate the individuals as a “contractor” or “volunteer.”
- Will be issued an ID or equipment (name tag, sticker, etc.) which identifies them as a volunteer or a contractor and should be worn at all times during the program or event.

Additional Leisure Service/Admin Uniform Specifications:

- Pants, shorts, or capris may be worn. Shorts must be at an appropriate length.
- No ripped clothing allowed.
- Special Event attire may be specific per event. This will be directed by your Supervisor.
- Some areas within Leisure Services may require closed toes shoes be worn due to safety reasons. This will be directed by your Supervisor.
- Some areas within Leisure Services may have more specific uniform requirements, such as aquatics for lifeguards. This will be directed by your Supervisor.
- Employees working in areas visible to the public and/or employees attending a community event must wear a uniform piece which identifies them by name.

All PARD Employees

- City issued event shirts, employee appreciation shirts, and PARD Star award clothing and hats will be permitted to be worn with your supervisor’s permission.
- Employees are responsible for the care and cleaning of all items that are received.
- If an item is stained, torn, or needs to be replaced due to daily wear, the employee is responsible for communicating to their Supervisor the need for replacement. Employees will have access to any items that are kept “in-stock” to replace items. Supervisors may decide an item is no longer acceptable for use due to wear at any time.
- Missing uniform items or non-uniform items during regular scheduled duty may result in disciplinary actions including, but not limited to employee being sent home as Leave without Pay to resolve the issue in accordance with City policy (109.01).
- Per City policy 102.11, employees will not wear City-issued clothing for anything other than City work. Uniforms may be worn to and from work and for incidental stops only, such as the grocery store or gas station.

Each employee is expected to comply with the Parks and Recreation Department uniform policy. By signing this policy, you are agreeing to your compliance with this policy and any disciplinary actions that will be a result of non-compliance.

Employees must comply with applicable provisions of policy 102.11, Uniforms for Employees Other than Police Officers & Fire Fighters.

Revision Date	Policy Owner	Summary
01/04/2023	Danielle Rilea, Parks Admin	Clarification on winter wear and addition of planning area
03/18/2018		Initial effective date