

Approved:

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Topic No.: 850-000-010-d



Department of Transportation

UNIFORMS FOR MAINTENANCE EMPLOYEES

PURPOSE:

To establish procedures for obtaining uniforms for Florida Department of Transportation (Department) personnel assigned to Maintenance cost centers.

AUTHORITY:

Sections 20.23(3)(a), 334.048(3), Florida Statutes (F.S.)

SCOPE:

This procedure applies to Department personnel in Maintenance units.

REFERENCES:

Section 216.262(1)(f), F.S.
Rule 60L-32.004, Florida Administrative Code

GENERAL:

The Legislature has provided funding for work clothing and safety footwear for certain Maintenance personnel. The program consists of providing one clean pair of pants and one shirt, for each employee for each day of the employee's workweek. Also, safety shoes and one jacket per employee may be provided. The Department may provide employees with a shoe and/or uniform allowance in lieu of providing the actual apparel. Uniform and shoe allowances are subject to taxes and are generally paid on an annual basis, contingent upon funding each fiscal year.

PROCEDURE:

The following will apply to the furnishing of uniforms and footwear:

1. Uniforms for Maintenance personnel are to be provided for the following individuals who fill positions that have received perquisite approval from the Department of Management Services (DMS):
 - (a) Roadway and Bridge Repair Crews
(Routine Maintenance)
 - (b) Trades Personnel
(Plumbers, Carpenters, Masons, Electricians, etc.)
 - (c) Bridge Inspection Crews and Divers
 - (d) Supervisory Personnel including Shop and Warehouse
 - (e) Welders
 - (f) Mechanics, Other Shop, and Warehouse Personnel
 - (g) Maintenance Inspectors (Safety Shoes Only)
2. Uniform pants will be navy blue. Jackets shall be navy blue, or if used for high visibility safety apparel, must meet American National Standards Institute (ANSI) reflective and color requirements. The uniform shirts of supervisory personnel, not to include crew foremen, will be white. The color of other uniform shirts will be determined by the District Maintenance Engineer/Administrator (DME), but will be consistent within each operations center, or maintenance unit. Shoes must comply with appropriate **American National Standards Institute (ANSI) or American Society of Testing Material (ASTM) International Standards, as indicated on Form No. 850-000-02, Shoe Allowance Receipt Form**. The shoe color will be determined by the DME. Patches consisting of the Department emblem and a name and title as shown on **Exhibit A** will be sewn on the shirts. No modifications shall be made to the uniform unless approved by the DME. Uniforms and footwear will not be provided to new employees until after having completed at least one month of service.
3. With the approval of the DME, short uniform pants may also be allowed. However, short uniform pants should only be worn if they are appropriate for the work activity being performed. Work activities where short uniform pants would not be appropriate include, but are not limited to, working with asphalt, concrete, or herbicide, welding, and any emergency activity. If work conditions or assignments change, the employee must be prepared to change into long uniform pants or other safety equipment as necessary.

4. The providing of uniforms, shoes, and jackets (or allowance, if approved) shall be in accordance with the DMS approved perquisite and is contingent upon funding availability. Additional information on perquisites can be found in the **Disbursement Handbook for Employees and Managers** on the Office of Comptroller's SharePoint site.
5. The wearing of Department authorized uniforms and footwear is a mandatory requirement for all employees covered by this procedure. Uniforms are to be worn only on official Department business, and may be worn while traveling to and from work. With prior approval by the unit engineer, the only exceptions to wearing of uniforms and/or footwear will be for:
 - (a) Documented medical or safety reasons,
 - (b) Out of town meetings and training sessions, or
 - (c) Visiting public agency offices,
6. Replacement cost of abused or lost uniforms or shoes shall be the responsibility of the employee.
7. Should uniforms need to be cleaned due to working extra shifts or call back hours, the employee will be responsible for having the uniform(s) cleaned.
8. The Department may provide employees an annual safety shoe allowance up to \$125.00 and may provide a uniform allowance in lieu of providing the actual apparel, should it be beneficial to the Department. The necessary perquisite approval(s) will be obtained from the DMS, in accordance with DMS rules, for providing uniform apparel and/or allowances. An allowance receipt will be signed by the receiving employee outlining the conditions for payment and clothing/shoe specifications (see **Form No. 850-000-02, Shoe Allowance Receipt Form**). If a Department employee receives a shoe or uniform allowance within six months of the annual allowance, then the employee will not be eligible to receive another allowance until the following year. Requests for additional shoe or uniform allowances, because of damage from work related activities, will be handled on a case by case basis. These requests must be submitted in writing and approved by the DME or designee before any additional uniform or shoe allowances can be issued.
9. **TRAINING**

There is no training required for this procedure.
10. **FORMS**

Form No. 850-000-02, Shoe Allowance Receipt Form, is available in the Department's Forms Library.

EXHIBIT A

**STATE OF FLORIDA DEPARTMENT OF
TRANSPORTATION**

SPECIFICATION

MAINTENANCE UNIFORMS

LOGO



**DARK BLUE OVER WHITE WITH RED TRIM
PLACED ABOVE LEFT POCKET**

**NAME/TITLE PATCHES
(3 1/2" x 1 1/2")**



NAME PATCH: Right Side, Above Shirt Pocket