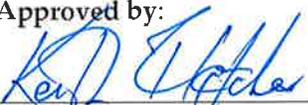


District of Columbia Department of Health <h2>Work Uniforms</h2>		PROCEDURE 280.000 Implementing Office: Office of the Director Training Required: Yes Originally Issued: JUN 15 2019 Revised/Reviewed:
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: JUN 15 2019 Valid Through Date: JUN 15 2022

I. Authority	Reorganization Plan No. 4 of 1996; Mayor’s Order 1997-42;
II. Reason for the Policy	Some employees at DC Health are required to wear uniforms to perform some or all of their job duties. Uniforms contribute to employee safety, and permit members of the public to properly identify DC Health personnel. A protocol is necessary to establish specific guidelines for the wearing, issuance, care, and maintenance of uniforms.
III. Applicability	This SOP shall apply to all employees, contract staff, interns, volunteers, and summer youth employees within DC Health (referred to collectively hereafter as “employees” or “DC Health employees”) whose positions require wearing uniforms for some or all job duties.
IV. Policy Statement	<p>The requirement to wear uniform exists in multiple units within DC Health. The Program Manager of each such unit is accountable for the implementation of this SOP.</p> <p>Program Managers will clearly define uniform requirements for employees under their supervision, e.g. the required garments that are necessary, and provide instructions on when wearing uniforms is required. Uniform requirements may be full-time (uniforms required during all work hours), or situational (e.g. wearing a lab coat while conducting food inspections and laboratory tests). Program Managers have the discretion to define these requirements for their specific units. Uniform requirements must be issued in writing to all employees to whom they apply.</p>

If a unit uses badges, the Program Manager may create a full-time or situational uniform requirement to make wearing a badge mandatory. Any unit with a badge requirement shall maintain an electronic registry of all badges, including the badge number issued to each employee. The Senior Deputy Director of the administration must approve the purchase of new badges, or any new design change, in writing. Any unissued badges, such as those returned by an employee who has separated from the agency, shall be secured in a locked location (e.g. a lockbox) reserved solely for badges. Any employee whose badge is lost or stolen shall report the incident to his/her supervisor immediately, and submit an Unusual Incident Report to the DC Health Risk Manager within one business day. An employee may not use a badge to create the impression that s/he possesses more authority than is articulated in applicable laws and regulations, and/or the employee's position description. Attempts to do so may result in commensurate disciplinary action and, as some such conduct (e.g. impersonating a police officer) is illegal, DC Health reserves the right to refer cases to the appropriate authorities.

Employees are required to comply in full with the uniform requirements in their unit. As being in uniform connotes the authority and privileges of government employment, employees may not wear a uniform while off-duty (this does not include breaks during a shift, or the commute to and from work).

Program Managers shall arrange for uniforms to be provided to employees under their supervision. When a full-time uniform requirement is in place, Program Managers will provide their supervisees a time each week for when uniforms must be turned in for cleaning. Program Managers are not required to arrange for cleaning when a situational requirement is in place.

DC Health is responsible for arranging the replacement of damaged or worn out uniforms through its contracted vendor. If a uniform item is lost, the employee will report that loss immediately to his/her supervisor, and complete an Unusual Incident Report.

Alterations, variations, or additions to uniforms without pre-approval from the Program Manager are prohibited. The Program Manager, or designee, must give prior approval in writing to any

	<p>deviation of approved uniform. Program Managers may approve temporary changes in uniforms due to extreme temperatures. If there is a health issue why an employee is unable to wear the uniform in its entirety, the employee will be asked to provide their supervisor with documentation from their physician.</p> <p>Employees who report for duty out-of-uniform may be restricted from performing job duties until they are able to report in uniform.</p> <p>All uniforms and equipment are the property of the DC Health and must be returned upon resignation, removal, or granting of leave without pay for a period exceeding 30 days.</p> <p>When and if this SOP conflicts with a provision in a collective bargaining agreement (CBA), the CBA provision will supersede the SOP.</p> <p>Any employee in violation of any part of this SOP may be subject to commensurate disciplinary action.</p>
<p>V. Definitions & Acronyms</p>	<p>CBA- Collective bargaining agreement</p> <p>SDD- Senior Deputy Director</p> <p>Uniform- Dress of a distinctive design or fashion worn by members of a particular group and serving as a means of identification and/or to prevent contamination during a work activity.</p>
<p>VI. Procedures</p>	<p>None</p>
<p>VII. Contacts</p>	<p>All participating Program Managers</p>
<p>VIII. Related Documents, Forms and Tools</p>	<p>None</p>