

**I. Summary**

The University of California, Riverside (University) is committed to providing a procedure to address employees in positions that require certain protective work clothing and safety equipment, and covers the cost of replacement allowances for certain uniforms.

**II. Related Policies and References**

[Personnel Policy 35](#) – Uniforms and Safety Apparel

**III. Definitions**

- A.** Protective Work Clothing - is worn over, or in place of, regular clothing to protect the employee's clothing from damage or abnormal soiling, or to maintain a sanitary environment, and includes serving aprons, laboratory coats or dresses, shop coats, and surgical gowns.
- B.** Safety Equipment - protects the employee and includes head coverings, gloves, goggles, prescription safety glasses, safety shoes, handguns, batons and handcuffs.
- C.** Uniforms - excluding shoes, are worn for the purpose of visual identification of University personnel in police, parking and guard occupations and are authorized for wear only while an employee is on duty or traveling to or from the duty location. Uniforms may consist of shirts, ties, pants, dresses, skirts, blouses and jackets which are of the same design, color and style.

**IV. Policy**

When a uniform is required by the University, an employee shall be responsible, at the time of hire or placement in that position, to purchase a uniform as specified by the University.

**V. Procedures**

- A.** If an employee is required by the University to wear a uniform, a replacement allowance shall be paid to the employee on July 1 of each year as follows:
  - 1. A full-time employee who has completed 12-months of service since the previous July 1 shall receive a full allowance toward the purchase of a replacement uniform.
  - 2. A full-time employee who has completed less than 12-months of service, a full-time employee who has worn a uniform less than full-time, and a part-time employee shall receive a pro-rated allowance toward the purchase of a replacement uniform based on the percent of time the employee worked in the uniform since the previous July 1.
- B.** Eligibility and Maximum Allowances

Title Code	Class Name	Annual Maximum Allowance
5313	Police Sergeant	\$600.00
5323	Police Officer	\$600.00
5325	Senior Security Guard – Supervisor	\$250.00
5330	Principal Parking Supervisor	\$270.00
5331	Senior Parking Supervisor	\$270.00
5337	Senior Parking Representative - Supervisor	\$243.00

5338	Parking Representative – Supervisor	\$243.00
5339	Parking Supervisor	\$243.00
5218	Public Safety Dispatcher - Supervisor	\$350.00

## VI. Responsibilities

The organizational unit will determine the use of uniforms; and, in consultation with the Environmental Health and Safety Department, determine protective work clothing and safety equipment.