

STARLAND COUNTY POLICY MANUAL

FUNCTION: General Administration (All Departments)
FUNCTION NUMBER: 120
POLICY: Purchase of Staff Clothing
POLICY NUMBER: 120-4
DATE: February 22, 2012

Purpose: To establish guidelines for the purchase of clothing for staff.

1.0 Application

All clothing including hats, jackets, pants, shirts, coveralls, and gloves.

2.0 Reimbursement

Except where specifically stated in another policy, all staff will be responsible for the purchase of their own clothing except where there is a legitimate safety concern as defined by the department manager.

3.0 Purchase Process

Except when ordered directly by a department manager, all staff will be required to obtain written permission from their department manager before ordering any clothing. Written permission should be included with the corresponding purchase order.

4.0 Reporting

Regular reporting of clothing purchased shall be included in the yearly budgeting process.