I. REFERENCES AND RELATED POLICIES
UC SPP 35 - Protective Clothing, Equipment, and Uniforms

II. POLICY
Protective work clothing and safety equipment, except prescription lenses and sized safety shoes, which were provided to an employee by the University for use on the job, shall be returned upon completion of the assignment. University-provided items lost or damaged due to employee negligence shall be replaced at the employee's expense. University-provided items damaged or worn out in the performance of duties shall be repaired or replaced by the University. An employee required to wear prescription safety glasses will pay for the medical eye examinations. The University shall supply the safety lenses and frames.

Uniforms are authorized for wear only while an employee is on duty or traveling to and from the duty location.

III. DEFINITIONS
A. Protective Work Clothing
Protective work clothing is attire 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
Safety equipment protects the employee and includes head covers, gloves, goggles, prescription safety glasses, safety shoes, handguns, batons, and handcuffs.

C. Uniforms
Uniforms are attire, excluding shoes, which are worn for the purpose of ready visual identification of personnel in occupations such as police, parking, and guard occupations. Uniform components are shirts, ties, pants, dresses, skirts, blouses, and jackets, which are of the same design, color, and style.
IV. PROCEDURES
When the University requires a uniform, an employee shall be responsible, at the time of employment, for the purchase of uniform components specified by the University. A uniform replacement allowance shall be paid to the employee on July 1 of each year as follows:

A. A full-time employee who is required to wear a uniform full-time, and who has completed twelve months of service since the previous July 1, shall receive a full allowance.

B. A full-time employee who has completed less than twelve months of service, a full-time employee who has worn a uniform less than full-time, and a part-time employee shall receive an allowance prorated on the basis of the percent of time worked in uniform since the previous July 1.

V. RESPONSIBILITY
A. The department head shall recommend the use of uniforms and, in consultation with the Environment, Health and Safety Department, protective work clothing and safety equipment.

B. The Assistant Vice Chancellor - Human Resources will authorize expenditures for protective work clothing, safety equipment and uniform replacement allowances in accordance with University guidelines.