I. PURPOSE

To set standards of attire and personal and professional appearance for all employees and volunteers of the Department of Fish and Wildlife; to enable the public to identify the wearer of the uniform as an employee of the department, with knowledge and expertise in the field of fish and wildlife management; and to ensure reasonable consistency and neatness of employee appearance.

II. POLICY

All employees and volunteers of Department of Fish and Wildlife (ODFW) shall be well groomed and dress in a professional manner appropriate to the employee's assignment and to related factors of safety, sanitation and professional public image.

A. Wearing the Uniform

1. Employees shall appear in uniform when performing work duties involving public contact outside of a regular office setting, and when involved with the enforcement of state wildlife laws and/or department regulation.

2. Uniforms and approved casual attire bearing the ODFW logo are optional for routine office work; however, non-uniform clothing shall meet the same criteria for neatness of appearance and condition.

3. When daily activities include both office work and public contact, employees are encouraged to wear the uniform or the logo shirt.

4. Approved casual attire bearing the ODFW logo, such as sweatshirts and t-shirts, should generally be worn during labor intensive outdoor activity or when there is limited public contact. Any questions regarding the wearing of casual attire should be referred to your supervisor.

5. Uniform clothing shall be worn only when on duty, or when traveling to or from work.
6. When any uniform article(s) bearing the ODFW insignia is worn, all associated articles of clothing must be approved uniform items, including trousers and headgear; however, supervisors may approve the following exceptions:

   a. Outerwear with ODFW logos, such as the neoprene jacket, may be worn with non-uniform clothing items, provided the employee is attired in a professional manner appropriate to the employee’s assignment and to related factors of safety, sanitation and professional public image;

   b. Occupational clothing as dictated by weather or working conditions.

   c. Use of non-uniform coats or outerwear when required by employees who are not eligible for reimbursement for outerwear (e.g., trial service employees, retired state employees, student workers, interns, casual labor temporary employees, etc.).

7. No adornments may be worn with the uniform unless specifically authorized by this policy. Department belt buckles issued as service awards are considered approved ODFW uniform items and may be worn with authorized uniform items.

B. Uniform Reimbursement

The department shall provide a fair and equitable method for reimbursement to employees for required uniform expenses.

1. Authorized uniform reimbursement rates are based on employee job classification, employee status (trial service or regular), appointment type (permanent, seasonal, limited duration), and anticipated need.

2. Uniform reimbursement is based upon the fiscal year.

3. Eligible employees shall be reimbursed in accordance with rates listed in Attachment A, management and executive service employees, and Attachment B, classified represented employees.

C. Department Logo Patches

1. Employees may be reimbursed up to $5.00 per garment for commercial sewing of department-issued patches on to certain clothing items (vests, coveralls, etc.). This expense shall not be deducted from the applicable uniform reimbursement rate. Claims for reimbursement shall be submitted, with receipts, on the department expense claim form.

2. Patches remain the property of ODFW and shall be removed from clothing and returned to the department upon termination of employment.

3. The shoulder logo patch shall be worn on the left shoulder of all uniform coats, shirts and coveralls except on polo and logo/identity shirts which will have an embroidered logo on the front. Patches shall be located approximately one inch below the shoulder seam.

4. Baseball-style caps shall have a reduced-size logo on the front.
5. The department shall replace frayed or badly faded patches as needed.
6. The logo patch shall not be worn on clothes other than approved coats, shirts, coveralls, and hats. Employees shall not allow children or unauthorized adults to wear the patch. Patches shall not be sent to collectors or other individuals requesting them without approval of the appropriate deputy director.

D. Policy Exceptions

1. Region managers and division administrators may authorize uniform items for employees in positions not eligible for a uniform reimbursement (including temporary employees) or for employees who are eligible for less than the maximum reimbursement rate, where the employee is required to appear in uniform on a regular basis (Attachment C, Uniform Reimbursement Approval - Individual Position).

2. On an individual basis, region managers and division administrators may authorize reimbursement for additional or substitute uniform items for permanent and seasonal employees as may be necessary to ensure compliance with the policy (Attachment D, Uniform Reimbursement Exception Approval Form).

3. Necessary rain gear, rubber boots and other occupational clothing may be purchased by projects for seasonal positions. All windbreaker jackets, rain gear and boots and all other occupational clothing purchased by projects are to be returned to the project after completion of the season.

E. Uniform Purchase and Reimbursement

1. Employees eligible for uniform reimbursement may purchase approved uniform items with prior approval of their supervisor (except as noted otherwise in this policy for Classified Represented employees – see Attachment B). Itemized receipts for all items shall be submitted as proof of purchase. Either purchase orders or SPOTS cards may be used for the purchase of uniform items, and these purchases will apply to the employee’s clothing reimbursement.

2. Requests for reimbursement shall be made using the standard travel expense form, with itemized receipts attached. Employees shall be reimbursed for actual cost of approved uniform items up to the maximum reimbursement provided by this policy. Purchase of additional items not approved under the exception provisions of this policy must be at the employee’s expense or delayed until a subsequent fiscal year. Purchase of non-uniform items such as general office clothing is not reimbursable.

F. Authorized Uniform Items

Detailed descriptions of approved and recommended uniform and apparel items and supplies are listed in the ODFW Uniform Catalog (@http://inside.dfw.state.or.us/asd/Contracts/uniform_catalog.asp).

1. There is no official dress uniform. A regular business suit, dress, sport coat, agency logo shirt, or similar attire should be worn where employees are representing the department in situations that dictate such dress. Wearing a nameplate bearing the department logo or, where appropriate, an approved agency logo shirt is recommended.
2. Field or Work Uniform

Approved uniform items are listed in the Uniform Catalog as follows:

- Coat
- Vest
- Shirt
- Trousers
- Shorts. Shorts are intended for hot weather field use, not for general office wear.
- Hats. Baseball caps are provided by the region. Hats or caps bearing region, division or work unit insignia or logo are not considered part of the uniform.

3. Occupational Clothing

a. Employees shall obtain a complete work uniform (one shirt, pair of pants and coat) needed for their assignment before using their uniform reimbursement rate for occupational clothing items.

b. Occupational clothing, including necessary rain gear, rubber knee boots, hip boots, and non-prescription polarized sunglasses may be purchased directly by a project using a purchase order, providing said gear is for common use by present and future project employees. All items purchased in this manner shall remain with the project.

c. Prescription polarized sunglasses or prescription safety glasses must be purchased using the employee’s vision health coverage. If coverage is not available or has been exhausted, the project requiring the use of such glasses may purchase them under the following criteria:

1) Purchase shall be approved by the supervisor.

2) The employee shall perform duties that require polarized sunglasses or safety glasses.

3) If the cost to the project will exceed $100, the employee shall submit three alternate bids. This is to encourage competitive shopping for the glasses.

4) The employee shall submit a written statement that the glasses will be worn only for work purposes, unless they were paid for in any part by the employee.

5) Purchase of all or part of a pair of prescription polarized sunglasses or safety glasses with project funds will be limited to one pair per 24 months.

6) Proof that health care benefits are either not available or have been exhausted shall be submitted with the work use affidavit.
d. Leather field or work boots, lightweight work shoes (meeting safety guidelines), coveralls, rain gear, and winter gloves are authorized as uniform expenses.

e. Thermal undergarments (e.g., thermal/wool socks, under armor clothing, long johns, etc.) are authorized as reimbursable uniform expenses.

f. Chest waders, flotation jackets, blaze orange safety vests and other required safety equipment shall be furnished by the department as needed. Employees should wear conspicuous colored clothing such as blaze orange vests and hats in the field when safety is a concern.

4. Nameplates

a. The department shall issue a nameplate at the time of appointment to each employee who is expected to wear a uniform.

b. The nameplate shall be worn above the right breast pocket.

c. The cost of the nameplate shall not be charged against the employee’s reimbursement rate.

G. Maintenance and Repair

1. Employees shall maintain uniform clothing, patches and outerwear in clean condition and good repair. Garments with holes, patches, or fraying, or that are dirty, stained or faded significantly from their original color, are not acceptable.

2. The uniform reimbursement may be used to repair and maintain uniform items.

III. POLICY CLARIFICATION

A. The uniform reimbursement may not be used to pay for cleaning and/or laundering uniform items.

Attachment A  Approved Classifications and Reimbursement Rates - Management Service Employees
Attachment B  Approved Classifications and Reimbursement Rates - Classified Represented Employees
Attachment C  Uniform Reimbursement Approval - Individual Position
Attachment D  Uniform Reimbursement Exception Approval Form
Attachment E  Statement of Work Use for Project-Provided Prescription Sunglasses/Safety Glasses