



ADMINISTRATIVE ORDER No. 11-2010

TO: Public Works Department and Parks, Library and Recreation Department Field Division Employees

FROM: City Manager

RE: Uniform Policy

EFFECTIVE: Date of Signature

The City of Sterling will no longer provide work slacks or pants for employees, excluding the mechanics and fleet maintenance personnel.

For these listed positions, personal uniforms consisting of slacks and shirts will continue to be provided.

Employees will be provided five shirts, short or long sleeve at the discretion of the employee, as the need arises. Replacement shirts will be provided upon the recommendation of the Superintendent and surrender of the work or damaged shirt. Shirts intentionally damaged or ruined are not eligible for free replacement. Under such circumstances, the employee will be responsible for the cost of replacement. Items replaced by the City shall be returned to the City for proper disposal.

The City will reimburse the employee for purchase of work slacks up to \$30.00 on any one replacement and not to exceed \$60.00 in any one-budget year. A receipt for the purchase shall be submitted to the Finance Department to process the reimbursement. Local retail outlets or businesses shall be the preference and be reimbursed at 100 percent of the above stipend. Out of town reimbursements shall be made at 50 percent of the above stipend maximum. Exceptions to the budget year limit may be granted on a case-by-case basis by the City Manager.

Donald J. Kelly

City Manager

11/5/2020

Date