



DEQ POLICY STATEMENT PS18-07

LOGO CLOTHING AND FIELD AND SAFETY GEAR

PURPOSE

This policy outlines the purchase, use, care, and restrictions for logo clothing and field and safety gear.

STATEMENT OF POLICY

Idaho Department of Environmental Quality (DEQ) employees must present a professional presence to the public and be protected from hazardous activities and varied geographic and climatic weather conditions. DEQ will provide the necessary clothing and equipment to assist our employees in safely and effectively conducting their duties while being good stewards of taxpayer money.

Logo Clothing

Positions Eligible for Logo Clothing—Employees with primary responsibilities for interacting with the public and/or conducting monitoring, regulatory, or safety activities and who must be easily identifiable are eligible for logo clothing. The following list includes, but is not limited to, positions and activities eligible for logo clothing:

- Staff conducting field activities
- Inspectors and compliance staff
- Outreach
- Recruitment and training
- Environmental liaison—emergency response staff

Purchase of Logo Clothing—DEQ will purchase two logo shirts for all employees with a Position Description or Job Safety Analysis (JSA) form that includes the type of activities listed in the Positions Eligible for Logo Clothing. Clothing must be purchased from an approved vendor. Shirts may be replaced every 2 years, unless the condition of the shirts no longer presents a professional appearance, then supervisors can approve purchasing additional shirts. DEQ logo coats, jackets, and vests are optional items that are allowed as required by work conditions and weather. Outerwear may be replaced every 5 years. Clothing will be purchased using the division/region operating budget. Supervisors are responsible for tracking the purchase

time frames. If clothing used for safety purposes must be replaced sooner than allowed by this policy due to damage, supervisors can approve purchases outside the identified time frames.

Through an established vendor, employees can personally purchase DEQ logo clothing or add the DEQ logo to existing clothing. Restrictions listed in this policy apply to DEQ logo clothing personally purchased by the employee.

Purchase of Logo and Safety Clothing for Environmental Liaison-Emergency Response Personnel—Clothing will include an “Emergency Response” DEQ logo. Employees will receive two t-shirts; one colored polo or long-sleeve collared shirt; and one heavy weight, high-visibility cold weather safety parka, or one medium weight, high-visibility rain jacket, or one high visibility sweatshirt. Shirts will be replaced every 2 years. The parka, jacket, or sweatshirt will be replaced every 5 years unless extenuating circumstances apply.

Restrictions on Logo Clothing—DEQ logo clothing should only be worn during working hours or while engaged in work-related activities. During business travel, employees may wear DEQ logo clothing while conducting activities such as eating or fueling a vehicle.

Maintenance, Alteration, Repair, and Disposal of Logo Clothing—To present a professional image, employees are responsible for maintaining all DEQ logo clothing in good condition. Alterations for fit or repair are the employee’s personal expense. Items for safety or protection may be repaired or replaced at DEQ’s expense as approved by the supervisor. Logo clothing may be worn home unless contaminated, in which case it must be properly decontaminated. All logo clothing should be destroyed at the end of its life span.

Name Badges—In some circumstances, when identification is needed but the activity is not the employee’s primary duty, an official name badge may be purchased with supervisor approval. The badge should be easily attached to clothing.

Field and Safety Gear

Footwear Allowance—Employees are authorized to purchase safety boots upon supervisor approval, according to the position’s JSA form, and as specified below.

Up to \$150 is allowed each calendar year for purchasing or repairing one pair of authorized steel-toed boots or equivalent safety boots. Employees may elect to carry the allowance over to the second year and have \$300 available towards purchasing or repairing authorized boots. If boots must be replaced before the 1-year time frame allowed by this policy due to damage that cannot be repaired, supervisors can approve purchases outside the 1-year time frame. Footwear purchased under this allowance must be new and of sufficient quality to provide adequate protection for field duties. DEQ intends that employees purchase quality, appropriate footwear for fieldwork as well as repair quality footwear. Dress shoes, moccasins, athletic shoes, sandals, or similar footwear will not be reimbursed under the footwear allowance. Footwear may be worn home unless contaminated, in which case the footwear must be properly decontaminated. Footwear purchased under this policy is not for personal use.

Waders (including stocking foot waders, chest/hip/waist waders, and durable wading boots)—Employees are authorized to purchase waders, upon supervisor approval and according to the position’s JSA form, as specified below.

The total cost to purchase waders per employee is approximately \$300. All waders purchased must be new and of sufficient quality to provide adequate protection for field duties. If waders must be replaced sooner than allowed by this policy due to damage that cannot be repaired, supervisors can approve purchases outside the identified time frame.

All waders and hip boots shall be stored at DEQ facilities and may not be taken home. If the waders are in good condition upon the employee's termination, they must be returned to the supervisor for reissuance. This policy also applies to the summer temporary staff.

Hats—Upon supervisor approval and according to the position's JSA form, sun hats will be provided for identification and sun protection for employees who work predominantly outside during the summer months. This policy includes summer temporary staff.

Full-time employees who spend at least 20% of their time doing field activities are limited to one hat every year. Full-time employees that spend less than 20% of their time doing field activities are limited to one hat every 2 years. Hats will be bought in bulk and kept in HR for distribution.

Other Field and Safety Gear—Upon supervisor approval, DEQ will purchase other field and safety gear for employees necessary to meet the safety criteria outlined in the position's JSA form and DEQ's *General Safety Manual*. Safety related gear should be maintained by the employee and replaced as needed (e.g., cold weather clothing that comes in contact with hazardous or deleterious material making the clothing unsuitable to wear, may be replaced with the supervisor's approval). DEQ logos may be added to some safety gear, such as safety vests or cold weather floatation jackets, if adding the logo does not degrade or interfere with the performance of the equipment's safety features. Prescription safety glasses may be purchased upon supervisor approval. Employees and supervisors are responsible for ensuring the safety glasses have the most current prescription. Regular vision doctor visits are the employee's personal expense.

Vendors

Purchasing clothing and gear referenced in this policy will be upon supervisor approval and through established contracts or approved vendors chosen by Human Resources and the Fiscal Office.

Tracking

The supervisor is responsible for tracking the clothing and gear referenced in this policy and for monitoring yearly allowances.

Job Safety Analysis Form

All field and safety clothing and gear required for a position should to be listed in the position's JSA form.

Special Conditions

DEQ may increase the current dollar amount limits as needed to account for inflationary increases or other factors that affect the cost of the clothing and gear. Accommodations for

special conditions must be approved by the Human Resources officer, program administrator, and DEQ director.

RESPONSIBILITY

DEQ Human Resources is responsible for maintaining this policy.

IMPLEMENTATION

This policy is effective immediately and will remain in effect for 5 years unless amended, replaced, or rescinded prior to expiration.

Dated this 6th day of Sept, 2018


John H. Tippetts
Director