

City Manager's Office
Administrative Order No.: 029
Issued: 03/05

Approved by Marc S. Grisham
City Manager

Subject: City-Logo Shirts

Purpose:

This policy serves as guidelines for the City's purchase of City-logo shirts for employees who are not furnished with a uniform or who do not receive a uniform allowance.

Policy:

The City may furnish one City logo shirt for each regular employee upon that individual's appointment as a regular employee and annually thereafter.

Procedure:

1. Department Directors, or their assignees, may purchase one City logo shirt for each regular employee following the regular position appointment of the individual.
2. Department Directors, or their assignees, may purchase one City logo shirt for a regular employee on an annual basis.
3. Costs of this program shall be borne by each department.
4. Shirt styles and color, and logo size and color shall be approved by the Department Director or assignee. The Finance Department's Purchasing Analyst shall maintain a listing of vendors where City logo shirts have been purchased.
5. Regular employees, at their option, may use personal funds to purchase additional City logo shirts.