

Article 8 EMPLOYEE EXPENSES AND MATERIALS

§ 8.1 Uniforms for Facilities Operations and Shone Farm Classified Employees

§ 8.1.1 The District shall reimburse up to \$300 per fiscal year for uniforms, of permanent or probationary classified employees in the job classifications listed below. The total amount reimbursed will be adjusted each year, starting with July 1, 2008, by the percent increase in the Consumer Price Index (CPI) for the previous year (CPI-U All Urban Consumers, U.S. Average, Not Seasonally Adjusted, 1982–1984=100, U.S. Department of Labor, Bureau of Labor Statistics, Available January). SEIU will be responsible for contacting the District to report the appropriate CPI prior to April 15th of each year.

Administrative Assistant II, Shone Farm (Optional)
Administrative Assistant II, Facilities Operations (Optional)
Administrative Assistant II, Environmental Health and Safety
Automotive/Equipment Mechanic
Building Maintenance Generalist
Carpenter
Coordinator, Grounds Operations
Coordinator, Maintenance Operations
Coordinator, Public Safety Facilities Operations
Custodial Maintenance Technician
Custodian
Electrician
Energy Management Technician
Farm Assistant
Farm Equipment Operator
Groundskeeper I
Groundskeeper II
Hazardous Materials Specialist
Heavy Cleaner
Horticulture Technician I
Horticulture Technician II
HVAC and Controls Technician
Livestock Technician
Locksmith
Painter
Plumber
Tree Maintenance Worker

Article 8 EMPLOYEE EXPENSES AND MATERIALS (Continued)

§ 8.1 Uniforms for Facilities Operations and Shone Farm Classified Employees (Continued)

§ 8.1.2 The basic uniform shall consist of the following:

- Tan or navy blue short or long sleeve shirt
- Tan, navy blue, or denim work style pants
- Black or navy blue sweatshirt (optional)
- Black or navy blue jacket (optional)
- Tan or navy blue hat (optional)
- Safety shoes

§ 8.1.3 Due to the nature of their work, the employees in the following job classifications will have one pair of tan or navy blue Arc-Flash Category 2 coveralls as part of their uniform. The initial pair will be provided by the District.

Building Maintenance Generalist
Coordinator, Maintenance Operations
Coordinator, Public Safety Facilities Operations
Electrician
HVAC and Controls Technician
Plumber

§ 8.1.4 Employees in the following job classifications will have the option of selecting tan or navy blue coveralls in addition to the basic uniform:

Automotive/Equipment Mechanic
Carpenter
Farm Assistant
Farm Equipment Operator
Horticulture Technician I
Horticulture Technician II
Livestock Technician
Locksmith

§ 8.1.5 A committee to be composed of one classified representative from each of the District's Facilities Operation areas and Shone Farm, along with the Manager of Environmental Health and Safety, and two supervisor(s), will describe and define the shirt, jacket, sweatshirt, coverall, and hat materials and styles.

Article 8 EMPLOYEE EXPENSES AND MATERIALS (Continued)

§ 8.1 Uniforms for Facilities Operations and Shone Farm Classified Employees (Continued)

§ 8.1.6 Supervisor's will specify the types and styles of safety shoes appropriate for their employees, and the safety shoes will be worn at all times when on duty.

§ 8.1.7 Each shirt, jacket, sweatshirt, coverall will bear an approved SRJC logo and the employee's first name, which shall be affixed or embroidered onto the front of the garment. Caps will have an appropriate SRJC logo.

§ 8.1.8 The District will make an annual purchase of approved shirts, jackets, sweatshirts, coveralls, with logos, and employees can purchase these from the District, at the District's cost. The supervisors will annually solicit orders for these items from their employees.

§ 8.1.9 Employees may use their funds to purchase work style pants, approved safety shoes, hats (if applicable, see Section 8.1.14), gloves and rain gear. To be reimbursed for these items, an employee must submit and surrender, to their supervisor (or his/her designee), a receipt for those items. In turn, a request for reimbursement will be processed. To be approved for a reimbursement for safety shoes, the shoes must be labeled as meeting the applicable Cal/OSHA standards.

§ 8.1.10 Uniforms are required when on-the-job at all times. Employees shall wear uniforms during unscheduled after-hours work at all District locations.

§ 8.1.11 Uniforms shall not be worn on the job while employed by an outside firm or while "moonlighting".

§ 8.1.12 Uniforms will be neat, clean, and in good repair at the start of the shift, shall be worn properly, and present a professional image.

§ 8.1.13 The optional baseball style caps may be worn as long as wearing the cap does not present a safety hazard. No other baseball style caps may be worn. The caps shall be worn bill forward.

§ 8.1.14 Employees in the following classifications will be allowed to wear other types of hats (e.g. wide brim straw hats, cowboy hats, etc.) that are appropriate to their profession as long as wearing the hat does not present a safety hazard. These hats will either have no logo, or if possible, the appropriate SRJC logo.

Article 8 EMPLOYEE EXPENSES AND MATERIALS (Continued)

§ 8.1 Uniforms for Facilities Operations and Shone Farm Classified Employees (Continued)

§ 8.1.14 (Continued)

Coordinator, Grounds Operations
Farm Assistant
Farm Equipment Operator
Groundskeeper I
Groundskeeper II
Horticulture Technician I
Horticulture Technician II
Livestock Technician
Tree Maintenance Worker

§ 8.1.15 Should reasons (e.g. medical) exist that may prevent an employee from wearing the appropriate uniform, the employee should submit a written request with written medical documentation to his/her supervisor outlining the need for the exception. The supervisor shall review the request with the Human Resources Department. The employee will receive a written response to the request within ten working days.

§ 8.1.16 Supervisors may require an employee to change into the proper uniform before beginning work. If this requires the employee to leave SRJC, the employee shall use leave for the absence.

§ 8.1.17 Failure to comply with the provisions of this section (e.g. through frequent uniform violations or absence due to failure to wear the uniform) may result in administrative or disciplinary actions.

§ 8.2 Work Clothes for Other Classified Positions

§ 8.2.1 Beginning July 1, 2007, the District shall reimburse up to \$300 per fiscal year for work clothing needs of permanent or probationary classified employees as identified below. The total amount reimbursed will be adjusted each year, starting with July 1, 2008, by the percent increase in the Consumer Price Index (CPI) for the previous year*. Receipts for clothing purchased will be submitted and surrendered to the Facilities office. In turn, the request for reimbursement will be processed. (*CPI-U All Urban Consumers, U.S. Average, Not Seasonally Adjusted, 1982 – 1984=100, U.S. Department of Labor, Bureau of Labor Statistics, Available January). SEIU will be responsible for contacting the employee's department to report the appropriate CPI prior to April 15th of each year.

Article 8 EMPLOYEE EXPENSES AND MATERIALS (Continued)

§ 8.2 Work Clothes for Other Classified Positions (Continued)

§ 8.2.1 (Continued)

Science Equipment Technician: Clothing allowance to be used to purchase safety shoes (specified by supervisor), work gloves, heavy-duty cotton work pants/shirts, protective glasses (specified by supervisor), and tool belt. Wearing of the items described above is considered mandatory during work hours while performing specific duties, as specified by the employee's appropriate supervisor. Failure to wear the mandatory clothing and safety shoes may lead to disciplinary action.

Coordinator, Warehouse Operations, Storekeeper I and II: Similar provisions as those for Facilities Operations in Article 8.1. A committee to be composed of one classified representative from each District warehouse, along with the Manager of Environmental Health and Safety, and the appropriate supervisor(s), will describe and define the work clothes required. Failure to wear mandatory clothing and safety shoes may lead to disciplinary action.

§ 8.2.2 Protective Clothing and Safety Gear: Requests for protective clothing and safety gear shall be submitted to the employee's supervisor and the Manager, Environmental Health and Safety for review and recommendation.

§ 8.3 Replacing or Repairing Employee's Property

§ 8.3.1 Exclusive of personal vehicles, the District shall compensate unit members for loss or damage to personal property used in the course of employment, provided that prior authorization in writing has been received for the use of such equipment.

§ 8.4 Use of Personal Vehicle

§ 8.4.1 No unit member shall be required to utilize his/her personal vehicle in the performance of District business.

§ 8.4.2 Unit members who are authorized and voluntarily use their personal vehicle on District business agree that their property and liability insurance is primary to the District's property and liability insurance.

Article 8 EMPLOYEE EXPENSES AND MATERIALS (Continued)

§ 8.5 Physical Examinations

§ 8.5.1 The District agrees to provide the full cost of any medical examination required as a condition of continued employment including TB examinations.

§ 8.6 Use of District Equipment

§ 8.6.1 Prior to the removal of any District equipment and/or materials from District property or other District location, classified unit members must obtain necessary approval in accordance with District-wide policy as established by the Board of Trustees.

§ 8.7 Licenses and Certificates

§ 8.7.1 Upon prior approval of the Vice President of Human Resources, the District shall reimburse unit members for the costs of licenses and/or certificates necessary or desirable for the unit member's work (excluding a regular passenger car or motorcycle license).

§ 8.7.2 Section 8.7, Licenses and Certificates, is not grievable.

§ 8.8 Commute Alternatives

§ 8.8.1 Upon completion of a comprehensive commute alternatives program proposal, the District agrees to meet and negotiate over the impact of the proposed program on classified staff prior to final adoption.