

Article 8 EMPLOYEE EXPENSES AND MATERIALS

§ 8.1 Uniforms for Facilities Operations and Shone Farm Classified Employees

§ 8.1.1 The District shall reimburse for uniforms, of permanent or probationary classified employees in the job classifications listed below. The total maximum 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). The maximum amount for reimbursement each fiscal year can be found in Appendix Q.

~~Administrative Assistant(s), Shone Farm (Optional)~~

Administrative Assistant(s), Facilities Operations (Optional)

~~Administrative Assistant(s), Shone Farm (Optional)~~

Automotive/Equipment Mechanic

~~Maintenance Generalist~~

Carpenter

Coordinator, Custodial Services

~~Coordinator, Facilities Maintenance Operations~~

Coordinator, Facilities Projects & Maintenance

~~Coordinator, Facilities Maintenance~~

~~Coordinator, Farm Garden, Sales & Marketing~~

~~Coordinator, Farm Livestock Operations~~

~~Coordinator, Farm Operations~~

Coordinator, Grounds Maintenance

~~Coordinator, Science Labs, Shone Farm~~

Coordinator, Warehouse Operations

Custodial Maintenance Technician

Custodial Technician

Electrician

Farm Equipment Operator

Farm Maintenance Technician

Grounds Maintenance Technician I

Grounds Maintenance Technician II

Hazardous Materials Specialist

Horticulture Technician

HVAC and Controls Technician

Livestock Technician

Locksmith

~~Maintenance Generalist~~

Plumber

~~Science Laboratory Instructional Assistant, Shone Farm~~

Tree Maintenance Worker

Warehouse Assistant

Warehouse Specialist
Warehouse Specialist, Senior

§ 8.1.2 The basic uniform shall consist of the following:

- Tan or navy blue short or long sleeve shirt
- Tan, black, brown, 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, black, brown or navy blue Arc-Flash Category 2 coveralls as part of their uniform. The initial pair will be provided by the District.

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

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

Automotive/Equipment Mechanic
Carpenter
Coordinator, Farm Operations
Farm Maintenance Technician
Farm Equipment Operator
Horticulture Technician
Livestock Technician
Locksmith
Science Laboratory Instructional Assistant, Shone Farm

§ 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 Director, Purchasing and Risk Management, and two supervisor(s), will describe and define the shirt, jacket, sweatshirt, coverall, and hat materials and styles. If the consensus of the committee changes specific described details in this Article, they will make a recommendation to the negotiations teams.

§ 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 their 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.

Coordinator, Farm Garden, Sales & Marketing

Coordinator, Farm Livestock Operations

Coordinator, Farm Operations

Coordinator, Grounds Maintenance

Farm Equipment Operator

Farm Maintenance Technician

Grounds Maintenance Technician I

Grounds Maintenance Technician II

Horticulture Technician

Livestock Technician

Science Laboratory Instructional Assistant, Shone Farm

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 their supervisor outlining the need for the exception. The supervisor shall review the request with Human Resources. 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 their accrued 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 Replacing or Repairing Employee's Property

§ 8.2.1 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.

§ 8.3 Use of Personal Vehicle

§ 8.3.1 No unit member shall be required to utilize their personal vehicle in the performance of District business.

§ 8.3.2 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.

§ 8.4 Physical Examinations

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

§ 8.5 Use of District Equipment

§ 8.5.1 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.

§ 8.6 Licenses and Certificates

§ 8.6.1 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).

§ 8.6.2 Section 8.6, Licenses and Certificates, is not grievable.