

UNIFORM POLICY
FOR
THE DIVISION OF STATE PARKS, HISTORIC SITES, AND TRAILS:
WY. DEPARTMENT OF STATE PARKS AND CULTURAL RESOURCES (SPCR)
Updated 3/8/10

The uniform is a tool to help employees perform their duties more effectively, permit visitors to easily recognize on-duty employees who are there to help them, and to protect employees from adverse weather conditions. Vital to the uniform program is the “total image concept” that portrays unity within the system, applies to all employees and to the appearance of the entire park or historic site, and includes individual personal grooming, demeanor, employee attitude, and a sense of pride. The uniform, or any part of it, should **NOT** be worn off duty, nor with personal attire. Disciplinary action may result from the violation of the uniform policy as per the State of Wyoming Personnel Rules. In addition, wearing the uniform off duty or with personal attire makes the uniform taxable as a fringe benefit.

Uniform Policy vs Dress Code:

During the Division Senior Management Team (SMT) meeting on February 28, 2007, the Dept. Director clarified that the dress code for the field staff will be this Uniform Policy.

Personal Grooming and Appearance:

As employees of Wyoming State Parks, Historic Sites and Trails, we are official representatives of the State of Wyoming. As such, we are expected to maintain certain standards of personal cleanliness, grooming and appearance. Acceptance of a position within the Division of State Parks and Historic Sites and Trails means acceptance of these standards.

Actual uniform items provided to specific employees will be determined by the employee’s immediate supervisor, with final approval by the site superintendent or program manager.

Uniform items that are badly frayed, soiled, torn or faded shall be considered as unserviceable and shall be replaced.

Uniform-related questions not addressed in the policy, shall be directed to an employee’s immediate supervisor for presentation to the Senior Management Team for final approval.

Official Uniforms:

For State Parks and Historic Sites field staff only, please see order form, as well as Clothing Purchase form required by Human Resources. Other programs within the Division will have additional clothing and equipment requirements, i.e. the Trails Program, Law Enforcement specialized programs and Cheyenne Headquarters.

Probationary personnel (less than one year of service), temporary and seasonal personnel, volunteers and hosts will receive uniform items as determined by the employee’s immediate supervisor, with final approval by the site superintendent or program manager.

Uniforms will not be issued to an employee once they have notified the division of their intention to retire or terminate employment.

Additional uniform item requests shall be submitted to and approved by the SMT.

Additional items (to be provided by employee):

Belt: Can be brown or black.

Suspenders: Brown or black.

Turtleneck shirts worn with official uniform shirts shall be white or khaki.

Tie: Solid dark brown

Types of Uniforms: There are two basic categories of uniforms: “dress” and “work,” as well as “specialized” categories of uniform items that are utilized by employees of the Division.

The Field Staff “dress” uniform is worn during public or government meetings to present a highly visible and professional image. It is not to be worn during periods of physical activity or in dirty conditions. This dress uniform includes button-up shirt as listed on the uniform order form; dress pants or skirt in navy blue or khaki. All buttons on the shirts shall be fastened except for the collar button. T-shirts worn under the button-up shirt must be white or khaki. Sleeves on the long sleeved button-up and polo shirts, shall remain at the wrist and buttoned. In cases where a more relaxed, yet professional appearance is required, such as booth displays, the polo shirt would be acceptable. All tailed shirts shall be tucked in the pants, shorts, or skirt. Tucking in of straight-hemmed shirts will be at the discretion of employee’s immediate supervisor. Name tag will be provided and shall be worn above the right breast-pocket of the button-up or polo shirts. When addressing the Legislature, Commission, or on other occasions as determined by Director or Administrator, a suit and tie may be required.

Class A Law Enforcement (LE) attire will be worn during parades, honor guard, special events and court. Class A attire includes flak jacket, tie, striped slacks and cowboy hat. Please see the LE manual for further information.

The “work” uniform is worn while performing routine maintenance, construction activities, field trips and/or the day-to-day activities associated with the functioning of our parks and historic sites. The work uniform includes the button-up shirt, t-shirts and polo shirts, shorts as listed on the uniform order form, as well as jean skirt (at knee length or below) or blue jeans. Jeans with excessive fading or with tears or holes are inappropriate and should not be worn. The polo shirts and jeans or skirt are appropriate for State Parks staff meetings, but t-shirts are not appropriate for meetings.

Footwear to be worn with the work uniform will be a brown or black western boot, work boot or hiking boot, through an allowance of \$150 per biennium for permanent full-time staff with immediate supervisor’s approval. Footwear to be worn with the dress uniform (includes skirt) will be a brown or black western boot or brown or black dress shoe. A sandal or tennis shoe style of footwear is NOT an approved uniform item. There may be rare circumstances or applications where a tennis shoe is appropriate (i.e., the State Bath House). In such cases, the SMT will decide the type of footwear that is appropriate.

The “specialized” category of uniform items are additional articles of clothing and/or equipment items that are worn in conjunction with one of the two uniform categories previously listed, and are worn exclusively during the performance of certain specific programs and activities (i.e. law enforcement, snowmobile). The Law Enforcement/Ranger shirt shall be the dress shirt with badge, or the polo shirt with the silk screen badge. Badges shall also be displayed on the Law Enforcement coat/jacket. Division patches shall be securely fastened on the left shoulder of all uniform button-up shirts and all coat and jacket outerwear. The patches will be centered on the sleeve one and one-half inches (1 ½ inches) below the shoulder seam. Patches are not required on the uniform vest items.

Exceptions to this policy:

- 1) Exceptions for medical reasons will be allowed, but must be approved in writing by the site Superintendent or Program Manager.
- 2) Peace Officers from the rank of Regional Manager or Captain and up are allowed to wear various dress attire while carrying firearms due to the nature of these positions.
- 3) Special Events. Due to their particular nature, it may be acceptable to approve an exception to this policy for special events conducted at state parks or historic sites as in, for instance, a VIP Open House attended by members of the legislature or statewide elected officials. If the regional manager or appropriate SMT member approves, the dress shall be formal professional and the employee shall wear an official name badge during the event.

Termination and Retrieval of Field Staff Uniforms: Upon termination, full-time, temporary, or seasonal employees shall return all uniform items. The immediate supervisor will be responsible to ensure that uniform items are returned with an accounting of these items.

Termination and Retrieval of Law Enforcement Uniforms and Equipment: Upon termination, full-time, temporary, or seasonal employees shall return all used or serviceable uniform items, patches, badges, as well as safety and law enforcement equipment to their immediate supervisor. The immediate supervisor will be responsible to ensure that uniform and equipment items are returned with an accounting of these items.

Ordering and Procurement: A uniform order form is included as part of this uniform policy, which lists items provided by State Parks, Historic Sites and Trails. The order will be initiated by the employee's immediate supervisor, to be approved by the site superintendent, who will then submit the request to Headquarters for ordering. The site Superintendents will be responsible for monitoring and accounting for all issued uniform items, and for ensuring compliance with this policy.

IRS Taxable Fringe Benefits: Per March 21, 2007 correspondence from the SPCR Director's office pertaining to an opinion from the Attorney General's office, "The value of all other work clothing we provide is taxable income to our employees." Exempt from the taxable income law are law enforcement uniforms, snowmobile trail grooming gear and other uniform items which are specifically required per this policy and that cannot be used for general purposes. Anything with the Department and/or Division Logo is considered non-taxable. However, boots, skirts, slacks, jeans and items that are worn and do not have the logo are taxable. For procedures on reporting taxable uniform items for the employee, contact SPCR Human Resources.

Special Provision for POST: POST certified supervisors are prohibited from wearing law enforcement equipment of any kind (badges, guns, handcuffs, knives, ammunition clips, empty gun holsters, empty handcuff holders, etc.) when engaged in planned or prepared disciplinary actions with staff. Exception: the supervisor may wear the LE gear if the employee is also POST certified and wearing the LE gear.

UNIFORM ORDER FORM

Fax or Mail to:

SPHS Headquarters
2301 Central Avenue
Barrett Building, 4th Floor
Cheyenne, WY 82002
Fax: 307-777-6005
Phone: 307-777-5734

[Web addresses to be added]

Name: _____ Date: _____

Park/Site: _____ Budget #: _____

Supervisor Approval: _____ Project Code: _____

Please note: All items subject to change pending availability of item.

S H I R T S – With Logos

Supplier: Aramark Work Apparel & Uniform Services unless noted as Lands' End

ITEM DESCRIPTION	SIZE	COLOR	QTY	COST
Outfront Poplin Men's Long Sleeve Button Up	S M L 1XL 2XL 3XL	Khaki or Sage		\$19.99- \$23.99
Outfront Poplin Men's Short Sleeve Button Up	S M L 1XL 2XL 3XL	Khaki or Sage		\$19.99- \$23.99
Outfront Poplin Women's Long Sleeve Button Up	S M L 1XL 2XL 3XL	Khaki or Sage		\$19.99- \$23.99
Outfront Poplin Women's Short Sleeve Button Up	S M L 1XL 2XL 3XL	Khaki or Sage		\$19.99- \$23.99
WearGuard 100% Cotton T-shirt Men's Short Sleeve, No Pocket	S M L 1XL 2XL 3XL 4XL* 5XL*	Khaki or White		\$7.99- \$11.99
WearGuard 100% Cotton T-shirt Women's Short Sleeve, No Pocket	S M L 1XL 2XL 3XL	Khaki or White		\$7.99- \$11.99
Lands' End Polo Men's Long Sleeve	M L 1XL 2XL 3XL	Khaki or Aegean Green		\$30.00- \$35.00
Lands' End Polo Women's Long Sleeve	M L 1XL 2XL 3XL Order Men's size	Khaki or Aegean Green		\$30.00- \$35.00
WearGuard WearTuff Mesh Polo Men's Short Sleeve, No Pocket	S M L 1XL 2XL 3XL 4XL 5XL	Khaki or Sage		\$18.99- \$26.99
WearGuard WearTuff Mesh Polo Women's Short Sleeve	S M L 1XL 2XL 3XL (Sage) S M L 1XL 2XL 3XL 4XL 5XL (Khaki)	Sage – women's sizes Khaki - downsize to men's sizes		\$18.99- \$22.99

* 4XL & 5XL available in Standard Navy only.

S H O R T S – No Logos

Supplier: Aramark Work Apparel & Uniform Services

ITEM DESCRIPTION	SIZE	COLOR	QTY	COST
WearGuard Heavy-Duty Work Shorts Men's Flat Front	Waist Size: 28-34 and Even Sizes 36-60	Navy Blue		\$18.99- \$26.99
WearGuard Heavy-Duty Work Shorts Men's Pleated Front	Waist Size: 28-34 and Even Sizes 36-50	Navy Blue		\$19.99- \$23.99
WearGuard Heavy-Duty Work Shorts Women's Pleated Front Only	Size: Even Sizes 4-20	Navy Blue		\$19.99- \$23.99

F L E E C E J A C K E T S / V E S T S – With Logos

ITEM DESCRIPTION	SIZE	COLOR	QTY	COST
Aramark WearGuard H ₂ O Off Fleece Full Zip Vest Unisex	XS S M L 1XL 2XL 3XL	Navy Blue		\$24.99- \$34.99
Aramark WearGuard Fleece Full Zip Jacket – Men's	2XL 3XL	Navy Blue		\$59.00- \$65.99
Aramark WearGuard Fleece Full Zip Jacket – Women's	S M L 1XL	Navy Blue		\$59.00- \$65.99
LL Bean Warm Up Jacket (Nylon exterior and fleece interior)	XS Aramark WearGuard Fleece Full Zip Jacket – Men's 2XL 3XL 4XL 5XL Tall: L, XL 2XL	Mariner Blue		\$49.99- \$58.99

W I N T E R J A C K E T S / V E S T S – No Logos

ITEM DESCRIPTION	SIZE	COLOR	QTY	COST
L.L. Bean Men's Waterproof Warm-Up Jacket (Hood stows in collar)	S M L XL XXL Tall L to 2XL	Mariner Blue		\$99.00- \$109.00
L.L. Bean Women's Waterproof Warm-up Jacket (Hood stows in collar)	Misses, Petite & Regular XS S M L XL; Women's Regular 1X 2X 3X	Mariner Blue		\$99.00- \$109.00
Cabela's Goose Down Mountain Vest Unisex	S M L 1XL 2XL 3XL Tall: M, L, XL, 1XL, 2XL, 3XL	Steele Blue (Navy Blue)		\$59.99- \$69.99

CARHART RAINWEAR – No Logos

Wyoming Work Warehouse

ITEM DESCRIPTION	SIZE	COLOR	QTY	COST
Carhart Waterproof Coat w/Detachable Hood Men's (Women Order Appropriate Men's Size)	S M LRG XXL 3XL 4XL Tall: L XLG XXL 3XL	Black/March 07 Blue Avail.		\$119.99- \$129.99
Waterproof Breathable Waist Overall Men's (Women Order Appropriate Men's Size)	S M L XLG XXL Tall: LRG XLG XXL	Black/March 07 Blue Avail.		\$110.00- \$120.00
Carhart Waterproof Pants (Women Order Appropriate Men's Size)	S M L XLG XXL 3XL 4XL	Black/March 07 Blue Avail.		\$99.99- \$109.00

CARHART WORKWEAR – No Logos

Each site to order locally, per superintendent's approval.

FOOTWEAR

Each site to order locally, per superintendent's approval.

For work uniform: Brown or black western boot, hiking boot, or work boot;
For dress uniform and skirts: Brown or black western boot or dress shoes.

BLUE JEANS & SKIRTS

Each site to order locally, per superintendent's approval.

HATS

Each site to order per superintendent's approval.

Styles of Hats: twill baseball cap (with logos); Boonie (LL Bean Trail Model Trekking hat); stocking hat; scotch hat; Western style straw or dark brown felt hat

NAME TAGS

PRINT NAME AS IT WILL APPEAR ON TAG	EMPLOYEE TITLE	BRASS ENGRAVED	MAGNETIC	CLUTCH PIN BACK	PLASTIC SEASONAL	QTY

Additional items/changes for Cheyenne Staff Only

SHIRTS – With Logos

Lands' End

ITEM DESCRIPTION	SIZE	COLOR	QTY	COST
Long Sleeve Buttondown Oxford Sport – Mens	Reg. S M LRG XL XXL Tall M LRG XL XXL Big 2XL – 5XL B/T 2XL – 5XL	Light Blue		\$19.50 - \$25.00
Short Sleeve Buttondown Oxford Sport – Mens	Reg. S M LRG XL XXL Big 2XL – 5XL	Light Blue		\$18.00 - \$23.00
Long Sleeve Buttondown Oxford Sport – Womens	XS S M L XL 1XL 2XL 3XL 4XL 5XL	Light Blue		\$19.50 - \$25.00
Short Sleeve Buttondown Oxford Sport – Womens	XS S M L XL 1XL 2XL 3XL	Light Blue		\$18.00 - \$23.00

SHOES

The Cheyenne staff may wear sandals and tennis shoes while out in the field.

CAPRIS – No Logos

Women may wear capris while out in the field. Colors: Navy Blue or Khaki.

WINTER J A C K E T S /RAINGEAR – No Logos

Planning and construction will continue to use their current winter jackets and raingear until a replacement is needed.

TRAILS DIVISION TO BE DETERMINED LATER

State Parks and Cultural Resources
Clothing Purchase Form

Effective January 1, 2007, the IRS has determined the value of clothing purchased by the employer is taxable to the employee. The only non-taxable items are: law enforcement uniforms, snowmobile trail grooming gear, and protective items such as safety boots or shoes, safety glasses, hard hats, work gloves, etc. **For audit purposes, this form must be completed for all clothing purchased by the State or by an employee if reimbursement is requested, even non-taxable items. False reporting or non-compliance is punishable by the IRS in the form of monetary fines and/or imprisonment.**

_____ Clothing purchased on a State of Wyoming P-Card
Attach the original **itemized** receipt
Item issued to: _____

_____ Clothing purchased by an employee requesting reimbursement
Attach the original **itemized** receipt
Name of employee requesting reimbursement: _____

In order to determine if the item is taxable to the employee, a detailed description must be provided. Examples: jeans, cowboy boots, steel toe boots, work gloves, sage polo shirt, law enforcement uniform shirt, baseball cap, coveralls, bib overalls, jacket, etc.

<u>Description</u>	<u>Item Cost</u>	<u>Logo Cost</u>	<u>Shipping*</u>	<u>Subtotal</u>	<u># of Items</u>	<u>Total Cost</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

*Shipping - The Auditor's Office determined this is part of the cost of the item and must be included in the total. To calculate shipping, divide the total shipping cost by the number of items shipped.

Employee Signature Date

Supervisor Signature Date

Please complete one form per employee. Mail forms with original **itemized** receipts attached to State Parks and Cultural Resources, Human Resources, 2301 Central Avenue, Cheyenne, WY 82002. Please retain copies in your files until employees have been reimbursed in case the originals do not arrive in Cheyenne.