



PPSM-35: Uniforms and Safety Apparel

Responsible Officer:	Vice President – Systemwide Human Resources
Responsible Office:	SHR – Systemwide Human Resources
Issuance Date:	12/10/2018
Effective Date:	12/10/2018
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Scope:	All staff members

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I. POLICY SUMMARY

The University provides employees with certain protective work clothing and safety equipment and covers the cost of replacement allowances for certain uniforms.

II. DEFINITIONS

Detailed information about common terms used within Personnel Policies for Staff Members can be found in [Personnel Policies for Staff Members 2 \(Definition of Terms\)](#).

III. POLICY TEXT

A. General

The University provides employees with certain protective work clothing and safety equipment and covers the cost of replacement allowances for certain uniforms.

B. Authority

The Chancellor authorizes expenditures for protective work clothing, safety equipment, and uniform replacement allowances.

The Chancellor, or designee, is authorized to establish, change, or eliminate annual uniform replacement allowances. An allowance should be paid when the employee is required to wear specific clothing which is necessary for identification purposes or other conditions that require uniforms. The allowance is meant to cover the actual cost of the required uniform and will be funded from local resources.

IV. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Policy

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

In accordance with [Personnel Policies for Staff Members 1 \(General Provisions\)](#), the authorities and responsibilities delegated to the Chancellor in this policy are also delegated to the Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principal Officers of the Regents, and the Lawrence Berkeley National Laboratory Director. Also in accordance with [PPSM 1](#), the authorities granted in this policy may be redelegated except as otherwise indicated.

B. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

C. Approval of Actions

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Systemwide Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.

D. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy. The Director–Systemwide Human Resources Compliance will periodically monitor compliance to this policy.

E. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with *Personnel Policies for Staff Members* [62](#), [63](#), and [64](#) pertaining to disciplinary and separation matters.

V. PROCEDURES

Whenever uniform replacement allowances are established, changed, or eliminated, appropriate local Higher Education Employer-Employee Relations Act (HEERA) notice to affected employees and interested employee organizations will take place, to provide an opportunity for questions and comments in advance of the proposed implementation date.

VI. RELATED INFORMATION

- *Personnel Policies for Staff Members* [62](#), [63](#), and [64](#) (referenced in Section IV.E. of this policy)
- [Personal Protective Equipment](#)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

Policy changes effective as of **December 10, 2018:**

- Removed existing gendered pronouns and replaced with gender-neutral language.
- Updated web and document links, office titles, and typographical amendments.

Policy changes effective as of **August 2, 2018:**

- Reformatted into the new standard University policy template
- Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.
- Removed PPSM 61, 65 and 67 as they have been rescinded.

Policy changes effective as of **November 7, 2013:**

- Policy title was updated.

As a result of the issuance of this policy, the following documents are rescinded as of the effective date of this policy and are no longer applicable:

- *Delegation of Authority 2068 (Uniform Replacement Allowances)*, dated July 29, 1996
- *Staff Personnel Policy 35 (Protective Clothing, Equipment, and Uniforms)*, dated July 1, 1996
 - Issued on July 1, 1996 and rescinding *Staff Personnel Policy 325 (Protective Clothing, Equipment, and Uniforms)*, dated August 1, 1981.

Policy changes effective as of **July 1, 2012:**

- Reformatted into the standard University of California policy template.