

	<b>ALLOWANCES AND BENEFITS</b>	<b>Human Resource Manual</b>
	<b>Uniform Clothing Issue</b>	<b>Section 1509</b>

## UNIFORM CLOTHING ISSUE

### PURPOSE

1. The Government provides uniform clothing to employees where it is determined that:
  - the work is of a nature where health and cleanliness must be maintained; or
  - special identification aids in the effective performance of duties.

### APPLICATION

2. These guidelines and procedures apply to all employees who meet the criteria except employees in the Nunavut Teachers Association bargaining unit.
3. This directive does not apply to the issue of protective clothing and equipment, safety shoes and gloves. Guidelines for these can be found in Section 1003 of this manual.

### DEFINITION

4. **Uniform Clothing** is clothing, maintained at an acceptable standard at the employee's expense, generally consisting of the following:
  - outer clothing worn on duty outdoors or indoors;
  - footwear;
  - gloves and ties
  - survival suits (Transport Canada approved and Safety of Life at Sea certified)

### PROVISIONS

5. The purchase of uniform clothing is the responsibility of the Government.
6. Uniform clothing provided free of charge is considered Government property.

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7. Uniform clothing is to be worn only when employees are on duty.
8. The responsibility of maintaining uniform clothing in clean and good repair rests with employees.
9. Loss of, or damage to uniform clothing through negligence results in an assessed charge to the employee.
10. If an employee terminates or transfers to a non-uniformed position, the employees are given an option to purchase selected uniformed clothing items at a reasonable price based on the age and condition of the selected items.
11. Custodial workers are supplied smocks or coveralls. Custodial workers who are required to work outdoors in the winter are provided with insulated coveralls.
12. If items of clothing wear out through normal wear before the normal replacement time, they are replaced at no cost to the employee. If these items of clothing are determined to have been damaged or lost due to negligence, the employee is assessed a charge for replacement.
13. The Deputy Head determines which positions or groups are required to wear uniforms.
14. Each department stores a supply of uniforms in various sizes.
15. New employees required to wear uniforms are given them prior to the start of their first shift of work.
16. Various time frames are set for the replacement of different articles of clothing (e.g. parkas - every five years). Employees are automatically issued new items of clothing once the time frame expires.



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**AUTHORITIES AND REFERENCES**

17. Main Collective Agreement with NEU  
Article 42, Uniforms and Protective Clothing

**CONTACTS**

18. For further information or clarification, please contact:

**Director Employee Relations**  
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