



CITY OF ARDEN HILLS

City Branded Clothing Policy

This document will establish a process for distributing City branded clothing to staff that do not already receive a prescribed uniform allowance. This document will be recorded in the Personnel Policy.

Permanent Arden Hills City Staff that do not receive a prescribed uniform allowance will receive City branded clothing on the following schedule:

- Odd year: One polo-shirt with the Arden Hills logo embroidered
 - Even year: One sweatshirt with the Arden Hills logo embroidered
- New employees will receive the article of clothing for that year when they start employment.*

Furthermore, the City Administrator, Department Heads, and staff (at the City Administrator's discretion) that frequently interact with the public in the field will also be issued one button down shirt embroidered with the City's logo annually.

These clothing items will be considered necessary as part of the employee's role with the City and may be required to be returned to the City when an employee's service ends with the City.

An employee may purchase additional City branded apparel at their own expense. All items must be approved by their supervisor to ensure the items meet any applicable dress code or other standard.

Purpose

By instituting this procedure, it will help ensure consistency on when the City issues City branded apparel to employees.