

CHAPTER 11-10  
USE OF AND PAYMENT FOR UNIFORMS

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**11-10-10 POLICY FOR PRESCRIBING AND MAINTAINING UNIFORMS**

- A. On and after July 1, 1956, no employee of the Department shall be required to wear a uniform unless such uniform is furnished under the authority of the Federal Employees Uniform Allowance Act or some other law or regulation, or unless allowances are provided under the Act, except: (effective 10/21/56) employees working a non-regularly scheduled tour of duty shall not be paid uniform allowances.
- B. Heads of operating agencies are authorized to prescribe uniforms only where the wearing of such uniforms is necessary or desirable because of the nature of the employee's duties, including his contacts with patients or members of the public in an official capacity requiring his identification. The uniform shall be the most economical type adequate for the purpose for which it is required. Heads of operating agencies may prescribe less than the full uniform or provide exemptions from uniform requirements for the following types of employees:
1. Temporary employees
  2. Employees temporarily assigned to positions for which uniforms are prescribed
  3. WAE employees
  4. Part-time employees.
- C. At the discretion of the heads of operating agencies, uniforms may be furnished under any other applicable provision of law or regulation. This authority may be used for each position category of employee as an alternative to, but not an addition to, the authority of the Federal Employees Uniform Allowance Act.
- D. When uniforms are furnished under the provisions of the Act, heads of operating agencies shall issue instructions governing the issuance, replacement and return of the uniforms.
- E. The Act does not authorize the maintenance or cleaning of uniforms. However, uniforms furnished employees under the authorization of this Act, or uniforms acquired by employees with allowances authorized by this Act, may be cleaned, laundered, or repaired under other authorities where these exist. (Comptroller General's Decision B-126437 of March 1, 1956.)

11-10-20 POLICY ON METHODS OF PAYING ALLOWANCES

## A. Pro-rated allowance:

1. A pro-rated allowance, unless otherwise indicated, shall be paid to each employee within the position categories listed in the appropriate schedule in Chapter 11-20.

Pro-rated allowances shall be paid in twenty-six equal installments, payable at the end of each pay period during which an employee otherwise eligible is on the rolls. These allowances shall be paid to full-time employees even though the employees are not on the rolls during a portion of the pay period or are in a non-pay status during a portion of the pay period.

2. All other than full-time employees working a regularly scheduled tour of duty shall be paid that proportion of the pro-rated allowance which their regularly scheduled tour of duty time bears to eighty hours. (Effective 10/21/56)
3. An allowance shall not be paid to employees in a non-pay status during an entire pay period, to employees on terminal leave, or to employees suspended or separated for any reason and later reinstated.
4. Employees, except those not working a regularly scheduled tour of duty, shall receive the full bi-weekly payment to which they are entitled on the basis of their scheduled working time even though they are reassigned to a position with no uniform requirements during the course of a pay period. These same employees, reassigned during the course of a pay period from one position to another with varying uniform allowance rates, shall receive the full bi-weekly payment to which they are entitled on the basis of their scheduled working time at the higher of the two rates.

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B. Initial Allowance

Where unusual circumstances exist under which the payment of a prorated allowance as described above would cause undue hardship to an employee, or where other unusual conditions are present, initial allowances shall be paid to employees in the position categories designated as eligible for these initial allowances in Chapter 11-20. After the passage of one full year from the date the initial allowance is paid, an allowance to provide for replacement of the prescribed uniform shall be paid, as provided in Chapter 11-20.

C. Allowances Not Considered Pay Or Salary

Uniform allowances shall not be considered as pay, salary, or compensation within the meaning of the Civil Service Retirement Act of May 29, 1930, (P.L. 279, 71st Congress), as amended, or as wages within the meaning of Section 209 of the Social Security Act (P.L. 271, 74th Congress), as amended, or Chapters 21 and 24 of the Internal Revenue Code of 1954 (P.L. 591, 83rd Congress).