

CHAPTER 11-20
SCHEDULES OF UNIFORMS UNDER THE
FEDERAL EMPLOYEES UNIFORM ALLOWANCE ACT

11-20-10 Use and Revision of Schedules

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A. Use of Schedules. When uniforms are prescribed pursuant to Chapter 11-10 and operating agencies elect to make provision under the authority of the Act, initial and pro-rated allowances shall be paid, or uniforms shall be provided, to employees in accordance with the appropriate schedules in the succeeding chapters in this Part.

1. When Uniforms are Not Furnished. Employees, who are required to supply their own items of prescribed uniform and with respect to whom the appointing authority has found that a substantial portion of their duties fall within the designated categories, shall receive a uniform allowance prescribed by the appropriate section of this chapter. Unless otherwise specified in subsequent chapters, the uniform allowance for each category of employee shall be pro-rated on a pay period basis.

2. When Uniforms Are Furnished. Employees, with respect to whom the appointing authority has found that a substantial portion of their duties fall within the designated position categories, shall be furnished their uniforms in accordance with the items of uniform listed in the appropriate chapter of this Part.

B. Revision of Schedules. Revisions to the schedules in this Part may be proposed by the heads of operating agencies to the Director of Administration. Such requests for revisions shall:

1. Describe the category of employees who are to be furnished uniforms or paid allowances under this Act.

2. State whether, under the Act, employees are to be paid initial allowances, paid pro-rated allowances, or to be furnished uniforms.

3. In cases where pro-rated allowances are proposed, the per annum allowance per employee pro-rated on a pay period basis.

4. Include a schedule like or similar to Exhibit XII-20-1, which will state:

a. The specific items of wearing apparel prescribed as a uniform for each position category listed in item 1.

b. The cost of each uniform item.

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- c. The number of each uniform item required per employee each year. (Where the item is expected to wear more than one year, enter the ratio which one year bears to estimated life. For instance, a coat expected to last four years would be entered as 1/4.)
 - d. The annual cost of each uniform item per employee.
 - e. The annual cost of the complete uniform per employee.
5. Explain the reason for significant differences, if any, between the proposed treatment of any position category and the treatment of similar position categories in the Department, for instance, significant differences in prescribed uniform items.
- C. Effective Dates. Except as otherwise specified herein, the provisions of the schedules in the following chapters were effective July 1, 1956.

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POSITION CATEGORY	PRESCRIBED UNIFORM	ESTIMATED		
		Unit Cost	Average No. Required	Annual Cost
Dental Assistant Female	Dress, white simple, one piece construction	\$ 5.25	6	\$31.50
	Cap, white, red cross type	1.45	6	<u>8.70</u>
				\$40.20
Dental Hygienist Female	Dress, white, simple, one piece construction	5.25	5	31.50
	Cap, white, red cross type	1.45	6	<u>8.70</u>
				\$40.20
Kitchen Helper Female	Dress, blue, simple, one piece construction	5.25	6	31.50
Kitchen Helper Male	Shirt, white, short sleeves	2.25	6	13.50
	Trousers, white duck	4.25	6	<u>25.50</u>
				\$39.00
Inspector, Border Quarantine Female	Shirts, Khaki	3.00	6	18.00
	Skirt, Khaki	7.50	3	22.50
	One piece dress	9.00	3	27.00
	Cap	1.75	3	5.25
	Tie, black	1.50	2	3.00
	Insignia, Cap. and collar	7.00	1	7.00
	Bag, brown leather	10.00	1/2	<u>5.00</u>