



Enriching Lives &
Connecting Communities

Uniform Hats and Optional Purchases

Property Management
Policy No. 12125

Revision Date: November 18, 2013
Last Revised: January 24, 2011

Policy Statement

Richland County Recreation Commission will provide Property Management Division Employees with three (3) caps as part of their uniforms allotment. Since RCRC provides these hats at no cost to Property Management Division employees, they are considered part of the uniform. Only uniform caps can be worn by Property Management Staff while on duty.

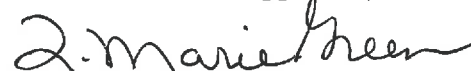
From time to time, additional uniform clothing may be purchased by the employee. Assigned Property Management Staff will place orders for such request to approved uniform vendors. Employees will pay only that cost invoiced to the Commission for the uniform item. No administrative cost will be added to this order. All uniform clothing must be approved by the Division Head of Property Management.

All items include RCRC embroidered logo. *Payment for any purchase elected by the employee will be deducted from the employee's paycheck following the date of the order.*

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013
(Date Approved)

APPROVED:


J. Marie Green, Chair

For more information about this policy, contact the Executive Department.