

NEVADA NDA OF AGRICULTURE
UNIFORMS
POLICY #AG-2-ADM-3

PURPOSE:

The purpose of this policy is to provide guidelines to the Nevada NDA of Agriculture personnel for budgeting, ordering, purchasing, and wearing uniforms provided by the NDA.

POLICY:

It is the policy of the NDA to provide a distinctive uniform to its employees as determined by the NDA's uniform schedule and standards established within this policy. A distinctive uniform promotes uniformity and professionalism in appearance and aids the public in identifying the wearer as a NDA employee. It is the policy of the NDA that employees will wear the NDA uniform in conformance with this policy and procedure.

The NDA intends that its uniforms and the manner in which the uniform is worn reflect positively on the agency. When representing the agency it is the employee's responsibility to wear the proper attire and that this attire is in good condition. Supervisory personnel are also responsible to insure that employees abide by the provisions of this policy.

Failure to comply with this policy shall be cause for disciplinary action, in accordance with procedures specified in the Nevada State Administrative Manual.

SCOPE:

This policy applies to all employees of the NDA.

REFERENCES:

NRS 281.121, NRS 289.800, NRS 608.165

PROCEDURES:

Uniform Specifications, Budget, Schedule and Life Expectancy

Uniform Color and Logo(s) Determination

The color of the NDA's uniforms and the logos to be incorporated as part of the uniform will be determined by the Director's office. Any variation to the colors and logos not approved in writing by the Director's office will not be considered to be an official NDA of Agriculture uniform and will have to be paid for by the employee at their own cost.

Uniform Schedule and Budgeting Process

At the beginning of each budget cycle, ~~the NDA submits a uniform schedule that lists the requirements of the uniformed staff and the associated costs for negotiations and for approval by the State of Nevada's Budget Division. The~~ a uniform schedule is submitted to the Budget Division that assigns the NDA's different position groupings to a uniform group and each uniform group is assigned to a different uniform package. Each uniform package list out the particular clothing items that make up that packages and itemizes the costs. (See Table 1-1 for current uniform schedule).

The negotiated Uniform Allowance consists of two components: replacement costs and new costs. The new costs of a uniform are based on information provided by the NDA in addition to a review of existing statewide/ agency specific contracts, which have been completed under the auspices of the State Purchasing Division. The replacement costs are then based on the new costs divided by the life expectancy of each item (See Table 1-2 for life expectancy of uniform items)

Table 1-1

Package	Positions	Description
A	Warehouse Drivers, Environmental Specialists, Entomologist, Plant Pathologist, Agricultural Inspectors, Environmental Scientist, Agriculturist, Weights and Measures Inspector 2 and 3, Grants and Projects Analyst, Program Officer I (Plant), and Agriculture Enforcement Officer, and Field Assistant 2 (PARC)	1 lightweight Jacket, 1 work jacket, 1 hat, 5 winter shirts, 5 summer shirts
B	Division Administrator (Plant), Division Administrator (Animal), Plant Industry Regional Mgr., Agriculture Marketing Coordinator, Weights and Measures Inspector 4, Program Officer I (Administration).	1 lightweight Jacket, 1 work jacket, 1 hat, 2 winter shirts, 2 summer shirts
C	Agriculture Enforcement Officer	1 name tag, gold, 1 badge
D		Not currently used
E	Agriculture Enforcement Officer	1 cartridge case, 1 set handcuffs, 1 handcuff case, 1 holster
F	Division Administrator (Weights and Measures), Metrologist, Fiscal Administrator (So. Office Administrator), Deputy Director, Public Information Officer II, Literacy Coordinator, and Director	1 lightweight Jacket, 1 work jacket, 1 hat, 1 winter shirt, 1 summer shirt

Table 1-2

Uniform Item	Life Expectancy
Lightweight Jacket	2 Years
Work Jacket	4 Years
Hat	1 Year
Winter Shirt	2 Years
Summer Shirt	2 Years

Uniform Purchasing Process

Statewide/Agency Contracted Vendor

All contracts with contracted vendors to provide uniforms to NDA personnel must include provisions for returning uniforms and receiving refunds for vendor mistakes, ill-fitting uniforms, mistaken order quantities, or wrong uniform sizes, colors, or logos.

Uniform Orders and Order Tracking

All uniforms orders must be processed through the NDA's Fiscal staff. Uniform orders placed by non-fiscal staff **will done** with **or without** the approval of a supervisor or Division administrator will either have to be returned to the vendor or, if items cannot be returned the approving supervisor or approving Division Administrator must reimburse the NDA within 30 days of receiving notice for repayment.

The fiscal position responsible for processing orders is the Accounting Assistant 2 (PCN 000020). All requests for uniform orders must done on the NDA's local purchase order form signed by their administrator and the fiscal officer overseeing that particular budget account. Once the Accounting Assistant 2 position receives the order they will verify that orders are in conformance with the approved items on the current Uniform Schedule. If requested items reconcile to the Uniform schedule, the Accounting Assistant 2 position will place the order with the existing statewide/agency contracted vendor.

The Accounting Assistant 2 position is also responsible tracking orders. This report should list the date of the order, the order number, the number items ordered, noting whether the items is a new uniform order or replacement order, listing out the items ordered, noting when the order was received and distributed.

New Employee Orders

All new employees (see Table 1-1 to see which position are eligible) whose work requires them to work out in the field or in the public on a regular basis need to make their uniform orders within the first 7 days of employment.

Request for uniform items not on the schedule, outside of uniform group or, replacing uniform items before end of useful life

Request for uniform items not on the uniform schedule or outside the employee's uniform group will be considered on a case by case basis. The employee will need to attach a memo to the signed local purchase order justifying the need for the uniform item. **The justification needs to specify the particular item the employee wants to purchase, the quantity, per unit cost, and identify the proposed vendor.** The Management Analyst III (PCN 0042) position will be the final approval or final disapproval on all non-scheduled uniform requests for Sparks/Elko employees and the ASO III (PCN 0004) will be the final approval or final disapproval for all non-schedule driven uniform requests for Las Vegas employees.

The NDA does recognize that despite an employee's best efforts that not all wear and tear can be prevented ~~or~~ and from time to time uniform items do get lost. **The NDA also recognizes that items order may not fit properly.** Therefore, each employee is allowed to replace one (1) uniform item if needed before the end of its useful life per year. This applies to all uniform items, except for boots and jackets. Replacement of more than one item in a year will have to be paid for out of pocket by the employee.

Replacement of boots or jackets before the end of their useful will be considered on a case by case basis and will require a written justification for their replacement. The employee will need to attach a memo to the signed local purchase order justifying the need for the replacement boots or jacket (PCN 0042). The Fiscal Administrator (PCN 0003) will be the final approval or disapproval for these types of boot or jacket replacement requests.

All uniform items to be replaced are to be turned into **the Accounting Assistant II** before the approved replacement order can be placed. **The Accounting Assistant II is in charge of all uniform inventory both for new orders as well as any returned orders as directed by the Management Analyst III (PCN 0042).** NDA employees are not allowed to keep uniform items that they are requesting to be replaced. **These must returned within 3 three business of making a request to return or replace a uniform item.**

Receipt and Distribution

All uniform orders will be **received by the accounting** position (BA 2691 PCN 0020). Upon receipt of the order, **this** position will reconcile the order form to the packing slip to verify the correct item(s), quantity, size were ordered as well as verify the dollar amount is correct.

Once this has been verified the Accounting Assistant 2 position will distribute ~~this~~ **these** uniform items to the appropriate staff member. Once the employee receives the uniform items and removes them from the packaging, they are required to inspect the uniform items before wearing them. Employees are required to verify that the color and logos are correct, verify that the logos are correctly located, the size is correct. If there are any discrepancies, the employee shall not wear the uniform item and should return the uniform item(s) immediately to the Accounting Assistant 2 position so that items can be returned right away and be reordered or be refunded

If the employee tries on the uniform items for the first time and notice that the uniforms are the wrong size, ill-fitting or uncomfortable they shall not continue to wear the item and should return the uniform item(s) immediately to the Accounting Assistant 2 so that items can be returned right away and be reordered or be refunded.

Return and Refunds

If for any reason a return is required, the employee will contact the Administration Division who will return the items according to the instructions from the vendor.

Prohibition of Resale

NDA uniforms are to be purchased only for official purposes for NDA employees and cannot be resold to outside parties or be sold for marketing purposes or for a profit by state employees.

How and When to Wear the Uniform

Uniform Appearance and Maintenance Standards

Employees should keep their uniforms in serviceable condition; which means not excessively worn looking, not having holes, and **an employee's uniform must** be presentable according to the duties of the day. Supervisors will use discretion **to when** determining when uniform items will be replaced, i.e. according to the life expectancy of the item as described in this policy, or upon it wearing out, whichever is first.

All clothing worn on duty shall be neat, clean, in good repair, and serviceable for the job being performed.

Note: Serviceable condition means not excessively worn looking, not having holes, **and that uniforms items are** clean, neat, and not wrinkled to start the day. Working in the field may alter the uniform as the duties progress.

Law Enforcement Personnel

Law or Agricultural Enforcement **employees** have a unique relationship with the public and need to maintain the following standards for uniforms as listed below:

Shoes – Law Enforcement will wear the brown boots when wearing jeans.

Badges - Uniform items that have law enforcement emblems embroidered or sewn on (badges) are available only to law enforcement personnel. The NDA will supply two metal badges for each deputized employee. The Director may authorize cloth sew-on or embroidered badges for other garments.

Name Plate - Gold name plate provided by the NDA will be worn on the right side of the shirt.

Soft body armor will be worn by law enforcement employees in accordance with NDA directive.

Pistols and Leather Goods will be worn by law enforcement employees only as approved and/or supplied by the NDA.

When Uniforms Should be Worn

All personnel assigned a uniform shall wear the uniform when appropriate. Uniforms assigned to field personnel (e.g., Weights and Measures Inspectors, Agricultural Inspectors, Driver Warehouse Worker, Brand Inspectors, etc.) shall be worn while on official duty, except under the following conditions:

- Traveling to and attending seminars, conferences, or meetings, unless the uniform is appropriate dress.
- When engaged in special tasks for which other clothing would be more suitable as determined by the supervisor.

Hat - Uniformed personnel are not required to wear a hat while on duty, however any of the approved uniform hats may be worn (no unauthorized hat will be worn). Hats ~~will~~ **shall kept** clean, neat and unaltered.

Prohibitions

Wearing the uniform is prohibited:

- 1) When off duty, except when traveling to/from assigned duty location.
- 2) If the agency logo is not a current logo, or the agency name is not current

Return of Uniform Items upon leaving NDA

Upon separation from the NDA, all uniform items will be turned into the immediate supervisor, ~~unless arrangements are made for personal use. Any items not turned in must have the badges and patches removed before separation from the NDA.~~ The immediate supervisor must return uniforms items within three (3) business days of receiving them from an employee who has terminated service with the NDA to the Accounting Assistant 2 (PCN 0020).

POLICY COMMUNICATION:

This policy will be made available to all employees within the NDA and to the public.

DIRECTOR'S POLICY AUTHORIZATION:

Jim R. Barbee, Director

Date

APPROVED BY THE BOARD OF AGRICULTURE ON _____
Effective Date

