

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA

POLICY MANUAL

SECTION	Human Resources
POLICY	4700 – Uniform

Objective The objective of this policy is to outline the requirements for the provision, maintenance and use of uniforms for employees of the Legislative Assembly.

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1100 – Creating and Updating Policies*.

Key Definitions “uniform” means special or protective clothing that the Legislative Assembly requires to be worn by an employee.

- 1. General**
- .01 The Legislative Assembly may require some employees to wear a uniform specific to their job.
 - .02 In these situations, uniforms are supplied by the Assembly from a British Columbia vendor and remain the property of the Assembly. The Assembly may request the return of a uniform at any time.
 - .03 Employees may be required to wear suitable accessories with a uniform, such as socks, tights, or nylons of a specific colour. The Assembly will not provide or reimburse the purchase of such items, which are the responsibility of the employee.

- 2. Responsibilities**
- .01 An employee who has been provided a uniform by the Assembly will:
 - a) wear the uniform as required;
 - b) take reasonable and appropriate care of the uniform;
 - c) not modify the uniform in any way (including, but not limited to, the addition of buttons, crests, and the like); and
 - d) not wear their uniform outside of scheduled work hours, other than in transit to and from work, or as determined appropriate by the director (or equivalent) of the employee’s department.
 - .02 The Legislative Assembly will:
 - a) determine which positions require a uniform;
 - b) determine the design, material, colour and style of the uniform, including badges, crests, and other elements;
 - c) procure and supply uniforms to employees in their required sizes;
 - d) clean and maintain the uniform, or make other acceptable arrangements consistent with statutory provisions; and
 - e) make arrangements for uniform alterations as required and approved by the director of the employee’s department.

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- .03 An employee may be required to replace or repair, at their own expense, a uniform item that has been provided to them if the item is lost or damaged due to the employee's lack of reasonable and appropriate care.

3. Replacement of Uniform

- .01 The Assembly will reuse uniform components where appropriate.
- .02 A uniform or its components may be replaced as required (e.g., normal wear), as determined by the director of the employee's department.
- .03 When a uniform no longer fits an employee, the employee shall inform their supervisor, and the employee shall be issued a replacement uniform as soon as possible. The employee must return the old uniform to the Legislative Assembly.

4. Return of Uniform

- .01 All uniform items must be returned to the Legislative Assembly if the employee is on temporary leave greater than six months, and upon the employee's resignation, retirement, termination, or change to a position that no longer requires a uniform.
- .02 At the discretion of the responsible director, an employee may be allowed to keep certain uniform items if those items are not marked with a Legislative Assembly identifier, are of nominal value, and may not be repurposed by the Assembly.

5. Uniform Assignments

- .01 A director is responsible for developing uniform requirements within their department, in accordance with operational needs and health and safety regulations, for review by the appropriate Assembly Executive member.
- .02 Assembly Executive members must seek approval from the Clerk of the Legislative Assembly regarding uniform requirements for a department's employees, and for any proposed changes to uniform requirements for a department's employees. Approved uniform items provided to departmental staff are included as Appendix 1 of this policy.

6. Uniforms – Table Officers and Sergeant-at-Arms

- .01 The uniform items provided to Table Officers and the Sergeant-at-Arms are included as Appendix 2 of this policy.
- .02 Table Officers and the Sergeant-at-Arms must provide a signed memorandum to Financial Services with any payment request for replacement uniform items, which attests that the replacement purchase meets the replacement provision outlined in this policy, or is made with the appropriate discretionary approval. Payment requests by the Sergeant-at-Arms and Table Officers other than the Clerk of the

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Legislative Assembly are subject to the approval of the Clerk; payment requests by the Clerk of the Legislative Assembly are subject to the approval of the Speaker.

7. Uniform Inventory .01 The director of each department that issues uniforms is required to maintain an up-to-date inventory listing of all uniform items. The director is responsible for ensuring that all uniform items are tracked and have proper decision documentation with respect to use and removal from inventory.

.02 Uniform items removed from inventory must be disposed of in an appropriate manner at the discretion of the director of the department. For branded clothing, disposal should be by means that would not result in reuse of the clothing (i.e., not be donated to a consignment store).

8. Footwear .01 The Legislative Assembly offers an employee reimbursement for one pair of footwear, or the resoling of one pair of existing compliant footwear, up to \$200 per fiscal year, when all of the following requirements are met:

- a) specialty protective footwear is required in order to mitigate potential workplace hazards that may be encountered on a regular basis as a function of the employee's position;
- b) footwear is specifically identified in the approved Appendix 4 of this policy; and
- c) the corresponding receipt is provided by the employee when seeking reimbursement.

.02 Reimbursement receipts must be original and identify the following information:

- a) the retailer;
- b) the total amount paid;
- c) the footwear manufacturer; and
- d) the model of footwear.

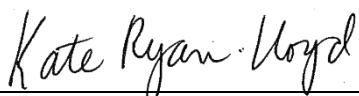
If unavailable on the receipt, employees must also provide a copy of any included product tagging that identifies the safety components incorporated into the footwear in satisfaction of the provisions identified in Appendix 4 of this policy.

.03 Notwithstanding eligibility under Appendix 4 of this policy, the Legislative Assembly reserves the right to specify that the footwear required as part of a uniform be of a specific colour and type (e.g., closed-

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toed shoes).

Contact	Questions regarding this policy may be directed to Human Resource Operations at human.resources@leg.bc.ca .
References	Policy 3000 – General Expenditure



Approved and authorized by Kate Ryan-Lloyd,
Clerk of the Legislative Assembly

May 25, 2020

Date

POLICY HISTORY	
Version 1	July 29, 2019
Version 2	May 25, 2020

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APPENDIX 1

UNIFORM ALLOTMENT FOR EMPLOYEES OF LEGISLATIVE ASSEMBLY DEPARTMENTS

Hansard Services		
Position	Uniform Item	Quantity Upon Appointment
Audio Supervisor	Crested blazer	1
Console Operator	Crested blazer	1

Legislative Facility Services		
Position	Uniform Item	Quantity Upon Appointment
All	Shirts	4
	Pants	2
	Fleece vest	1
	Raingear (jacket/pants)	1
Day Staff	Jacket (cold weather)	1

Parliamentary Dining Room		
Position	Uniform Item	Quantity Upon Appointment
Regular Full-Time Staff Auxiliary Staff (2+ Years of Service)	Shirts	4
	Pants	2
	Tie	1
Sessional Staff	Shirts	2
	Pants	1
	Tie	1

Parliamentary Education Office		
Position	Uniform Item	Quantity Upon Appointment
Regular Tour Staff /Gift Shop Staff	Dress Shirts	4
	Pants or Skirts	3
	Vests	2
	Blazers	1
	Cardigan	1
	Tie or Scarf	1
	Hat (optional)	1
Summer Tour Staff	Dress Shirt	1
	Polo Shirts	4
	Pants, Skirts, Shorts	3
	Cardigan	1
	Hat	1
Parliamentary Player	Costumes (depending on character, may include period-appropriate hats, shoes, shirts, suits, dresses, and accessories)	2

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Sergeant-at-Arms		
Position	Uniform Item	Quantity Upon Appointment
Sessional Officer (Chamber, Gallery, Corridor)	Name tag (first name only)	1
	Blazers	2
	Pants	3
	Dress shirts (short sleeve)	4
	Dress shirts (long sleeve) – optional	4
	Ties	2
	Tie pin	1
	Belt	1
	Sweater – optional	1
Screening Officer / Mail Room Officer	Name tag (first name only)	1
	Pants	3
	Dress shirts (short sleeve)	3
	Dress shirts (long sleeve) – optional	3
	Jacket	1
	Belt	1
	Gloves (Kevlar) – pair	1
Special Constable	Name tag	1
	Shirts (short sleeve)	3
	Shirts (long sleeve) – optional	3
	Trousers	3
	Rapid assault shirt	1
	T-shirts	2
	Duty belt (inner)	1
	Duty belt (outer)	1
	Keepers belts	4
	Gloves (Kevlar) – pair	1
	Body armour (external)	1
	Body armour (internal) – optional	1
	Tactical Pouches	Up to 16
	Ballcap	1
	Toque	1
	Tilley hat – optional	1
	Outer jacket	1
	Fleece jacket	1
	Rain pants – optional	1
Safety Officer	Name tag	1
	Shirts (short sleeve)	3
	Shirts (long sleeve) – optional	3
	Trousers	3
	Rapid assault shirt	1
	T-shirts	2
	Duty belt (inner)	1

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	Duty belt (outer)	1
	Keepers belts	4
	Gloves (Kevlar) - pair	1
	Body armour (external)	1
	Tactical pouches	Up to 16
	Ballcap	1
	Toque	1
	Tilley hat – optional	1
	Outer jacket	1
	Fleece jacket	1
	Rain pants – optional	1

Note 1: Employees may request optional uniform items where required on the basis of operational need as determined by the individual administering the departmental uniform inventory.

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APPENDIX 2

UNIFORM ALLOTMENT FOR TABLE OFFICERS AND THE SERGEANT-AT-ARMS

A Table Officer shall be provided by the Legislative Assembly with the following uniform allotment upon appointment:

Quantity	Uniform Item Description	Replacement Provision
2	Barristers robe	To be replaced only if beyond repair or unsuitable for wear (i.e., discoloured, worn, or torn).
2	Barristers waistcoat	
Up to 6	Barristers tabs	
1	Cufflinks (pair)	
Up to 4	Black or grey pinstripe pants or skirts	May be replaced every three (3) years. If the item is beyond repair or unsuitable for wear (i.e. discoloured, worn, or torn), it may be replaced earlier at the discretion of the Clerk.*
Up to 7	White legal shirts (wing collared)	May be replaced every two (2) years. If the item is beyond repair or unsuitable for wear (i.e., discoloured, worn, or torn), it may be replaced earlier at the discretion of the Clerk.*

* If the Table Officer is the Clerk, items may be replaced earlier at the discretion of the Speaker.

The Sergeant-at-Arms shall be provided by the Legislative Assembly with the following uniform allotment upon appointment:

Quantity	Uniform Item Description	Replacement Provision
1	Bicorne hat	To be replaced only if beyond repair or unsuitable for wear (i.e., discoloured, worn, or torn).
2	Cutaway coat with vest	
2	Barristers waistcoat (sleeveless)	
2	White bow tie	
1	Cufflinks (pair)	
Up to 4	Black or grey pinstripe pants or skirts	May be replaced every three (3) years. If the item is beyond repair or unsuitable for wear (i.e., discoloured, worn, or torn), it may be replaced earlier at the discretion of the Clerk.
Up to 7	White legal shirts (wing collared)	May be replaced every two (2) years. If the item is beyond repair or unsuitable for wear (i.e., discoloured, worn, or torn), it may be replaced earlier at the discretion of the Clerk.
2	White gloves (pair)	

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APPENDIX 3 UNIFORM ALLOTMENT FOR THE SPEAKER

The Speaker shall be provided by the Legislative Assembly with the following uniform allotment upon election:

Quantity	Uniform Item Description	Replacement Provision
1	Tricorne hat	To be replaced only if beyond repair or unsuitable for wear (i.e., discoloured, worn, or torn).
2	Barristers robes	
2	Barristers waistcoats	
Up to 6	Barristers tabs	
1	Cufflinks (pair)	
Up to 4	Black or grey pinstripe pants or skirts	May be replaced every three (3) years. If the item is beyond repair or unsuitable for wear (i.e. discoloured, worn, or torn), it may be replaced earlier.
Up to 7	White legal shirts (wing collared)	May be replaced every two (2) years. If the item is beyond repair or unsuitable for wear (i.e., discoloured, worn, or torn), it may be replaced earlier.

Uniform arrangements for the Speaker are made through the Office of the Sergeant-at-Arms.



Approved by the Honourable Darryl Plecas,
Speaker of the Legislative Assembly

September 9, 2019

Date

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APPENDIX 4 FOOTWEAR REIMBURSEMENT ELIGIBILITY

In furtherance of section 8, the following positions are eligible for the reimbursement of specialty protective footwear that adheres to the corresponding requirements identified in column C:

A. Department	B. Position(s)	C. Requirements
Precinct Services - Capital Planning and Development	<ul style="list-style-type: none"> • Manager, Capital Planning and Development • Project Coordinator 	<ul style="list-style-type: none"> • CSA Grade 1 or 2 Protective Toe • Puncture resistant sole
Precinct Services - Legislative Facility Services	<ul style="list-style-type: none"> • Legislative Facility Manager • Project Coordinator • All Maintenance Positions • Day Porter 	<ul style="list-style-type: none"> • CSA Grade 1 or 2 Protective Toe • Puncture resistant sole
Precinct Services - Legislative Facility Services	<ul style="list-style-type: none"> • Cleaner 	<ul style="list-style-type: none"> • Closed, non-perforated and covers the entire foot (toes, heel, top of foot) • Water-resistant and non-porous material for spill protection • Slip-resistant rubber sole • Provides cushioning and arch and ankle support
Precinct Services - Parliamentary Dining Room	<ul style="list-style-type: none"> • Executive Chef • Sous Chef • Cook • Dishwasher 	<ul style="list-style-type: none"> • Non-porous • Slip-resistant
Sergeant-at-Arms	All Legislative Assembly Protective Services (LAPS) Positions	<ul style="list-style-type: none"> • Water and slip-resistant duty boot
Sergeant-at-Arms	<ul style="list-style-type: none"> • Screening Officer • Mail Room Assistant • Sessional Officers that routinely perform Mailroom Duties 	<ul style="list-style-type: none"> • CSA Grade 1 or 2 Composite Protective Toe

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