

## **§17 - Staff Clothing**

### **A. Purpose**

This section establishes policy governing the expenditure of public funds for staff clothing in the Granite School District.

### **B. General Policy**

1. Fiscal administrators shall not authorize the use of public funds to purchase clothing for staff unless there is a clear and direct benefit to the District for doing so. Specifically:
  - a. It is allowable if the item either required or prudent to be worn for safety purposes by the employee to perform their duties. Examples include but are not limited to food service uniforms, painter coveralls, safety vests, lab goggles and coverings, hard hats, etc.
  - b. It is allowable if the item is part of an ensemble associated with a district team where specific employees need to be identifiable from others who are not associated with the team while at events where the team is representing the District. Examples include but are not limited to matching shirts for the human resources recruiting team, matching attire for coaches of athletic teams (not including shoes), etc.
  - c. It is allowable to buy a common matching shirt, not to exceed \$20, for staff at a site/department to wear occasionally for a business purpose such as back to school night, SEP conference, etc. After the initial purchase, new shirts should only be purchased for new staff or to replace worn or otherwise compromised shirts as needed.
  - d. It is not allowable if the item is used as a reward, acknowledgment or incentive.
2. In all cases of using public funds to make allowable staff clothing purchases:
  - a. Fiscal administrators shall ensure an approved district apparel contract is used, or an appropriate quote process is used when an apparel contract is not in place.
  - b. Such clothing shall only be worn at District functions.

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