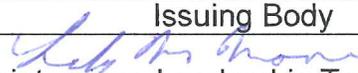


Highway Division Maintenance Leadership Team Operational Notice

Number	Supersedes	Effective Date	Cancellation Date
MG6-1	N/A	June 1, 2014	Until Further Notice
Subject		Issuing Body	
Maintenance Manger Work apparel Purchase and Allowance		 Maintenance Leadership Team (MLT)	

PURPOSE:

This document will provide guidance on;

- The ability and manner in which ODOT is to purchase ANSI Class 3 Hi-visibility jackets for Transportation Maintenance Mangers, Transportation Maintenance Supervisors, Specialty Crew Managers, and Assistant District Managers. (TMM, TMS, SCM, ADM)
- A description, including general cost of Maintenance Manager Jackets
- Disposal and management of purchases at the district and/or region level.
- A \$175.00 biennial work apparel allowance

BACKGROUND:

Our ADM's, TMM's, SCM's and TMS's are highly visible components of our maintenance and operations programs. In order to provide a consistent, professional image that enhances their effectiveness as managers while on duty they will have the option of wearing an agency provided ANSI Class 3 hi-visibility jacket. The jackets are intended to provide a readily identifiable image for ODOT's staff and to clearly differentiate them from law enforcement agencies and other emergency service providers. There is rarely a day that the Maintenance Manager/Supervisor is not required or needed to respond to an incident in the field in all types of weather conditions. A jacket will provide a much more professional appearance and will provide more protection for the Manager/Supervisor particularly in nighttime and adverse weather conditions. Besides responding to incidents at times our managers also work alongside crew members in all kinds of weather and conditions doing other activities that cause them to need the proper work apparel (footwear, rain gear, coveralls, etc.) that they need to do the job.

DEFINITIONS:

ODOT Maintenance Manager ANSI 3 Hi-visibility Jacket

- ❖ Class 3 Hi-visibility Jackets - It is imperative that, even in very inclement weather, personnel be readily identifiable and projects a professional image. Long hours on incident scenes require adequate protection. ANSI Class 3 jackets that will provide adequate protection, identification and maneuverability will be provided. Proven, field tested ANSI 3 jackets that will stand up to the rigors of maintenance represent a significant investment. The ANSI 3 jacket will be provided to the managers, at the discretion of the District Manager or Region Maintenance and Operations Manager. Managers are limited to only 1 jacket and cannot in any circumstances exceed that limit per manager. The jackets are replaced as the District Manager or RMOM deems items unserviceable. At the time this notice was issued, statewide price agreement # 3431 applied towards the purchase of ANSI 3 Jackets for managers. Please check Office of Procurement website for current price agreement.
 1. ANSI 3 Hi-visibility jackets with ODOT screen printed on the left chest and the ODOT flying "T" logo and Oregon Department of Transportation (all in retro reflective material) screen printed on the back. The body color of the jacket will be a bright lime green-yellow while the sleeves of the jacket are Navy blue.
 2. Reflective striping added to the jackets at the time of purchasing must allow the jackets to meet ANSI Class 3 requirements.
- ❖ Additionally, a \$175.00 allowance each biennium will be provided to the full time managers listed above to provide them with other suitable work apparel while in the field.

PROCESS:

All purchasing of Manager ANSI Class 3 jackets must comply with ODOT purchasing guidelines and policies.

Whenever possible the purchasing of uniform pieces should be coordinated and done in a manner that will reduce costs associated with set up for silk screening and embroidery of logo items. No other patches, pins, silk screening, insignia or embroidery items are to be allowed on the jackets other than what is outlined above.

In the event that the employee leaves state service or accepts a position other than that of a position identified in this operational notice, the jacket shall be turned in to their District Manager or RMOM.

On or after July 15th of each odd year of the biennium TMM's, TMS's, ADM's and SCM's will receive a \$175.00 allowance in their paycheck to provide them with resources to purchase suitable work apparel. A list of qualified employees shall be created, updated, and sent to *Financial Services* each June 15th of each odd year of the biennium. The list will include the employees' full name, Employee Identification Number OR#, position number and classification.

New employees must be employed through trial service to qualify for purchase and allowance. After completing trial service the up line manager can order the jacket and submit the new employee for a pro rata share of allowance of the remaining biennium.

The normal, day to day laundering of uniform pieces is the responsibility of the manager. For out of the ordinary cleaning that have been contaminated by hazardous materials or blood borne pathogens, managers should approach their District Manager. To ensure proper handling of these occurrences refer to the *HR Handbook Chapter 10, section 6 Contaminated Clothing*. HR Handbook Ch. 10 - Safety; Sec. 6 - Contaminated Clothing.

Responsibility

Action

Managers of
TMM/TMS/ADM/SCM

- Ensure that the purchasing of jackets follows current ODOT purchasing policies.
- Approve the replacement of uniform items.
- Collect uniform pieces upon separation from maintenance manager duties or state employment.
- Maintain a list of eligible employees and update payroll as describe for allowance distribution.

Manager

- Maintain uniform pieces in manner that presents a clean and professional appearance.
- Request the replacement of unserviceable items through their District Manager or RMOM.

