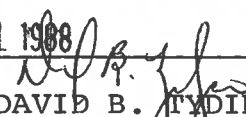


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POLICY MEMORANDUM 01-88

To: Port Employees	Subject: Guidance on Issuance of Clothing
Effective Date: MAR 21 1988	Revision Date:
Approved By: <div style="text-align: center;">  DAVID B. TYDINGCO, General Manager </div>	

ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)

- I. **PURPOSE:** To provide appropriate clothing to those employees who due to the nature of their work, require that these clothing be worn in the performance of their work assignments.

- II. **COVERAGE:** Security personnel and those employees in the Equipment Maintenance Division whose work assignments constantly exposes them to soil of body or clothing and for which no premium pay is provided in the performance of these duties.

- III. **TYPES OF CLOTHING AND NUMBERS TO BE ISSUED:**
 1. The types of clothing and the numbers to be issued shall be based on the following:
 - a. Security personnel will initially be issued three sets of trousers and shirts. Annually, thereafter, two sets will be issued.
 - b. Equipment maintenance personnel will initially be issued three coveralls. Annually, thereafter, one coverall will be issued.
 2. New coveralls or uniforms will be issued only when the employee surrenders the used coverall or uniform to Supply personnel.
 3. The employee may at his/her own option purchase the used clothing, consistent with the rates established by the Financial Affairs Division.

- IV. **EMPLOYEE SEPARATION:** All clothing issued to employees remain the property of the Port Authority. Therefore, upon the employee's separation, all clothing must be turned in to the Supply Section. The employee may at his/her own option purchase the used clothing, consistent with the rates established by the Financial Affairs Division.