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Circular No. 17

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Cabinet Secretary
Permanent Secretaries
Chief Executive Officers
Heads of Departments

Uniform Policy for the Public Sector

The Government of Jamaica is committed to fostering a more organized and efficient public sector, and as part of this initiative, we recognize the significance of uniforms in preserving employees' personal attire while promoting a strong sense of identity within the Public Sector.

In this regard, please find attached the “**Uniform Policy for the Public Sector**” to be implemented with effect from April 1, 2024. The primary objective of this policy is to establish a comprehensive framework to standardize uniform provision throughout the Public Sector.

The Policy document underscores the Government's commitment of ensuring that its workforce is equipped with the necessary attire and Personal Protective Equipment (PPE) to effectively fulfil its respective job requirements.

The Policy is applicable to all Ministries, Departments, Agencies (MDAs) and Public Bodies; and should be brought to the attention of ALL members of staff to ensure commitment to the principles of this policy. Contained also in this policy, are rates applicable to the various Categories as stated (see appendix). Please note that any revision of these rates will be reflected in Circulars regarding the Revision of Allowances. For entities where a Uniform Allowance is payable, a submission should be made to the MOFPS for assessment and determination.

Should you require further clarification, please contact the Strategic Human Resource Management Division (SHRMD) of this Ministry.

The Policy can be accessed electronically on the Ministry's website at www.mof.gov.jm

Darlene Morrison, CD
Financial Secretary



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

UNIFORM POLICY

1. INTRODUCTION

The Government of Jamaica in establishing a Uniform Policy for the Public Sector supports the need of Ministries, Departments, Agencies and Public Bodies to provide uniforms to certain categories of employees based on the work performed and to promote employee identification.

2. PURPOSE

2.1 The purpose of this Policy is to identify the type of uniforms to be issued to employees and to provide guidance for the appropriate acquisition of, or compensation for such uniform.

2.2 Personal Protective Equipment (PPE) is not considered "Uniform" and is addressed in this Policy at Section 10: Personal Protective Equipment (PPE).

3. DEFINITIONS

3.1 "Uniform" means standardized items of clothing or accessories worn when an employee is performing his/her usual duties. A uniform may comprise of a full set of clothing (e.g. pants, shirt and tie) or individual items of clothing (e.g. shirt).

3.2 "Uniform material" - means fabric used in the tailoring of a uniform for an employee.

3.3 "Tailoring and Accessories Allowance" – means a rate paid to an employee for making uniforms or purchasing uniform material. This also includes the purchasing of accessories required.

3.4 "Court Attire" - means the formal clothing prescribed for those who may be required to operate at court.

3.5 "Personal Protective Equipment" - includes any item of clothing for which the primary purpose is protection from workplace hazards. Such clothing may include (but is not limited to) gloves, lab coats, footwear and eye protection.

4. SCOPE

This policy applies to all Public Sector employees who are required to be uniformed.

5. POLICY STATEMENT

- 5.1 Where uniforms are mandatory attire for work whether by Acts governing their operations or otherwise, the necessary provisions must be made, and employees must be so attired.
- 5.2 Uniforms ensure that employees are **easily identified** by the public and/or by the clients or other groups with whom they work.
- 5.3 Employees who are routinely exposed to workplace hazards are to be equipped with personal protective equipment.
- 5.4 Ministries, Departments, Agencies (MDAs) and Public Bodies are required to create guidelines to inform their operation of the Uniform Policy.

6. ELIGIBILITY OF EMPLOYEES

This policy applies to all Public Sector Employees who are required to be uniformed as determined by the Ministries, Departments, Agencies and Public Bodies. Employees will be assigned to one of four (4) categories to determine which uniform allotment is to be provided to each individual:

Uniform Category

- Category I: Uniform material **(to be provided by management)**, tailoring and accessories allowance.
- Category II: Tailoring and accessories allowance (uniform/uniform material to be purchased by the employee).
- Category III: Manufactured Uniform.
- Category IV: Court Attire.

7. AUTHORIZATION

- 7.1 Ministries, Departments, Agencies and Public Bodies are responsible for the provision of uniform allotments to eligible employees.
- 7.2 Management should determine which uniform category is to be assigned to eligible employees.

7.3 Uniform allotments should be provided to employees within 6 months of the established date of issue for the provision of uniforms.

7.4 Management will determine the type of material and the amount that will be provided when tailoring uniforms.

7.5 Management should take the necessary steps to ensure that employees are properly attired and uniformed in keeping with the respective MDAs guidelines.

8. UNIFORMS

8.1 Where employees are required to be uniformed, each employee should receive the indicated allotment for uniforms based on the category.

8.2 The indicated allotment is the sum the Organization will spend on an employee in that category for uniform items in a given financial year. Any amount spent over the indicated uniform allotment must be borne by the employee.

8.3 Uniform Material should be provided by Management.

8.4 A Tailoring and Accessories allowance is provided for the creation of uniforms and the purchasing of uniforms where the employee is required to be uniformed. The applicable rate will be advised by the Ministry with responsibility for the Public Service and will be determined using market rates.

8.5 Employees currently in receipt of Tailoring and Accessories allowances will continue to receive same. The accessories required for the relevant professional groups are to be determined by the employer and purchase made purchase made by the employee.

8.6 Officers who are in positions where uniforms are considered necessary for organization, protective or identification purposes shall be provided with such uniform subject to the applicable conditions determined from time to time by the Ministry with responsibility for the Public Service.

9. PAYMENT IN LIEU

Where uniforms or uniform material are considered necessary but not issued by the specified timeline, employees who are eligible for the grant of uniform shall receive payment in lieu of such uniform at the rate specified from time to time by the Ministry with responsibility for the Public Service. Such allowance would cover finished garments and shoes, or the cost of material, tailoring and accessories as applicable. Each entity must provide the Ministry of Finance and the Public Service with the specified timeline for uniform allotment applicable within the particular entity.

10. PERSONAL PROTECTIVE EQUIPMENT

Safety items that qualify as Personal Protective Equipment (PPE) are not subject to the uniform restrictions or allotments. Management has a duty of care as part of the occupational safety and health standards to protect employees from potential injury. Therefore, the necessary PPEs must be provided for employees to perform their duties. No payment should be granted in lieu of the provision of PPEs.

10.1 Management Responsibility

- Identifying and providing appropriate PPEs for employees.
- Training employees in the safe use and care of the PPEs.
- Maintaining PPE inventory, including replacing worn or damaged PPEs.
- Periodically review, update and evaluate the effectiveness of the PPE programme and PPE selection.

11. LAUNDERING OF PPEs

In instances where laundry services are required but not provided by the organization, a laundry allowance of \$4,500 per week should be paid to eligible employees in receipt of PPEs.

RATES

Uniform Category	Rate
<u>Category I</u> <ul style="list-style-type: none">• Registered Nurses• Enrolled Assistant Nurses• Midwives• Nurse Practitioners• Health Records Officer• Health Support Sub-Group• Health Support Sub-Group (Infirmaries and Golden Age Home)	\$135,000 per annum
<u>Category II</u> <ul style="list-style-type: none">• Council of Paramedics• Public Health Inspectors• Medical Technologists• Veterinary Medical Technologists• Veterinary Paramedics• Meteorologists• Dental Assistants• Matrons and Assistant Matrons (Infirmaries and Golden Age Home)• Support Staff	\$145,000 per annum
<u>Category III</u> <ul style="list-style-type: none">• Fire-fighters• Correctional Officers	Management will provide uniforms.
<u>Category IV</u> <ul style="list-style-type: none">• Legal Officers• Probation Aftercare Officers	\$145,000 per annum