

Uniform Policy

The Facilities Department purchases uniforms for employees for the purpose of safety and/or identification (Pursuant to University Policy OP-C-7-D13).

1. Uniform purchases are made once a year by the Facilities Department for employees in Building Services, Grounds, Maintenance and Utilities.
2. Uniforms for new employees are ordered only after the employee has been on the payroll for thirty (30) days.
3. Employees are required to report to work in a clean and presentable uniform provided by Facilities.
4. Laundering of uniforms is the responsibility of the employee.
5. Uniforms are to be sized correctly – oversized or undersized uniforms are not acceptable in the work place.
6. Shirts are to be buttoned and tucked in at all times including T-Shirts.
7. Pants are to be sized to the natural waist and worn at the waist.
8. In cold weather, personal clothing in a solid coordinating color may be worn under the uniform.
9. If wearing a solid colored undershirt, uniform shirts may be removed at a specific job site with the permission of the supervisor.
10. Shoes must be closed at the toe and provide protection from equipment as appropriate to position – no sandals or flip flops allowed.
11. Caps and wide brimmed hats are provided by Facilities and intended to be part of the uniform. Wearing a cap or hat is optional. However, uniformed employees who choose to wear a cap or hat during working hours may not wear personal caps or hats. Caps are to be worn with the brim facing forward.
12. Uniforms are to be worn during working hours and are not to be worn while off duty.
13. Employees who lose uniforms, change uniform size or need other uniforms due to non work related damage may special order additional uniforms **at their own expense** during the year. Work related damaged uniforms will be replaced or repaired by Facilities with supervisor's approval.
14. Existing employees who are on the payroll as of June 30 of each year are provided replacement uniforms based on a "credits" system – 1 credit for pants, 1 credit for shirts, 2 credits for jackets and ½ credit for hats. Each employee may order up to 7 credits. Unused credits may not be carried over to the next year.
15. Employees who intentionally damage their uniform may be required to reimburse Facilities for replacement cost and are subject to disciplinary action in accordance with the University's Disciplinary Guidelines.

I have read and understand the Facilities Uniform Policy. Failure to abide by this policy could result in disciplinary action up to and including dismissal.

Signature: _____

Print Name: _____

Date: _____