Uniforms, Dress, and Appearance

Supervisor Responsibility – It is the responsibility of the supervisor to ensure that his/her employees are appropriately dressed for work including, if applicable, uniform, safety shoes or slip-resistant shoes, and safety eyewear or other personal protective equipment. The employee’s immediate supervisor is responsible for ensuring that the employee wears the uniform properly.

Employee Responsibility – As an employee, it is your responsibility to be appropriately dressed for work at the beginning of your work shift, that is, wearing your uniform for a uniform-designated job title, and wearing safety shoes or slip-resistant shoes, if you are in a job title that requires them. Any accessories worn with uniforms must be discreet, conservative, and in keeping with the professional image of the department. For a job title that does not require wearing a uniform, employees must dress in personal attire appropriate for the position.

Compliance – If you arrive at work not appropriately dressed for your job, that is, not wearing your uniform, if your position requires wearing a uniform, not wearing safety shoes or slip-resistant shoes when the job requires them, or not dressed in appropriate attire for your position, you will be instructed to leave the workplace on your own time, using vacation, compensatory time, overtime, floating holiday time, or leave without pay, and return appropriately dressed to perform your job. Failure to adhere to this policy may result in progressive disciplinary action up to and including dismissal.

Uniforms

Wearing uniforms has many advantages for Facilities Services, Project Management and Construction Services (PMCS), and you. Your business-like appearance enables you to represent Facilities Services and PMCS in a safe and professional manner. Uniforms are intended to give you a neat, presentable, professional appearance that enhances your status in the eyes of the University community. Keeping your uniform clean and neat demonstrates your sense of pride in belonging to the University and a professional attitude toward your work. Uniforms make it possible for building occupants and law enforcement personnel to recognize people who have authorized access to University property. Uniforms are a benefit that helps save on wear and tear to your personal clothing. Shop supervisors, assistant shop supervisors, crew leaders, and employees working in crafts/trades, Custodial Services, Central Stores, Events and Moving, Recycling and Sustainability, Landscape Services, Surplus Property, and employees designated by the Director, will be issued uniforms. Managerial and office personnel in these departments will not be issued uniforms.

Each eligible Facilities Services and PMCS employee will receive a uniform set consisting of:

- Five (5) smocks, long-sleeve shirts or short-sleeve shirts with logos. Logo design will be the Facilities Services logo or the PMCS logo on left side of shirts, as applicable. The employee’s first name, or “go-by” name by which you are known, for example Jimmy for James, will be on the right side of shirts. All “go-by” names must be approved by management prior to placing the order.

- Five (5) pants, jeans, or skirts.

For new employees, pending receipt of their uniforms, the supervisor will provide guidelines as to the appropriate dress for work.
All employees issued uniforms will adhere to the uniform policy as follows:

1. Uniforms, and their repair or replacement, are provided at no cost to the employee. Each employee is responsible for safeguarding and accounting for all uniforms issued.

2. When an employee is fitted and the initial uniform order is placed, the employee must specify the number of long and short sleeve shirts and pants desired. Once issued, uniform items cannot be changed on a seasonal basis. Employees may select the desired uniform from within the range of those authorized. Employee requests for uniforms beyond the standard offering will only be granted due to documented medical necessity or special operational need as deemed appropriate by the Director of Facilities Services or the Director of PMCS.

3. Employees who are issued uniforms must wear a clean uniform each workday and are responsible for keeping their uniform clean.

4. Complete uniforms must be worn during work hours. Shirts will be buttoned and tucked in, and trousers will be worn with a belt or suspenders. Smocks do not have to be tucked in. For after-hours call-outs, uniforms are optional, but should be worn when possible.

5. When leaving employment, Facilities Services and PMCS employees are responsible for returning all issued uniforms.

6. The uniform may be worn to and from work at the University, but it is not to be worn when off duty. Employees may wear their uniforms when attending off-campus conferences or seminars for the university.

7. Head coverings of your choice must be clean, in good condition, and appropriate for the workplace.

8. Those employees who have been issued safety or slip-resistant shoes will wear those issued shoes with the uniform during work hours.

9. It is acceptable for employees to remove their uniform shirt and wear a t-shirt while working in a shop or in the Facilities Complex, with the exception of FC1. Employees should be in full uniform when leaving the Facilities Complex or entering FC1 where clients and customers may be encountered.

10. Supervisors’ uniform consists of khaki pants and blue oxford shirt. Supervisors have the option of wearing blue jeans in lieu of the issued khaki pants if their work conditions require it.

11. Assistant Supervisors can wear either blue jeans or khaki pants as part of their uniform.

12. Lapel pins, like the Facilities Services and PMCS value pins, can be worn on the Facilities Services and PMCS uniform. Also, other pins such as patriotic pins or pins that are appropriate for the workplace can be worn.
Facilities Services and PMCS expect all employees who are issued uniforms ensure they fit properly. A signed authorization form from the appropriate section manager is required on all uniform changes. Once the initial order of uniforms has been tailored to the employee’s satisfaction, Facilities Services and PMCS will pay for one uniform size change during the duration of that particular vendor’s contract. Costs for additional alterations or changes, except those required and documented by a doctor’s order, will be charged to the employee’s department.

**Personal Hygiene**

All employees will practice proper personal hygiene so as to not become a distraction to other employees or customers in the workplace. Employees will be clean, and free of body odor.

**Dress and Appearance for Employees Not Designated to Wear Uniforms**

All employees are expected to be clean and neat when reporting for work each day. Clothing may not have rips, tears, tattered edges, or patches. Any hats, belts or garments worn should be appropriate for the workplace and should not display messages advocating violence; promoting alcohol, drugs, or illegal substances; or contain profanity or any other graphic or words that demean or ridicule others. Shorts are not considered appropriate work attire and may not be worn at work.

Office employees are expected to dress in attire appropriate for the business world. Employee attire should reflect a level of modesty appropriate for the workplace, and should not distract from or disrupt the work environment. Office employees should dress with safety in mind and appropriate footwear should be worn at all times. Office employees visiting job sites should wear appropriate personal protective equipment.