DIRECTIVE: 120  Date: November 14, 2014

SUBJECT: Uniform Program for Facilities Management Staff

PURPOSE: To establish, maintain and administer the uniform program for Facilities Management.

CANCELLATION: This is a new directive. Directive 755, Uniform Program for Custodial Staff is incorporated and replaced.

OVERVIEW:

Facilities Management employees are in positions with high levels of public visibility and contact, and consequently, the appearance of uniformed staff greatly influences public perceptions. Our goal is for the uniform and the men and women who wear it to be recognized and respected as symbols of stewardship and public service. Staff shall wear uniforms issued through the college while on-duty to aid in their identification, to enhance campus security, and to promote the professional image of the department. This directive applies to all staff members placed in the uniform program.

DEFINITIONS:

*Uniforms* are defined as wearing apparel selected and specified by the department as to type, style, color, and quality and worn in a manner specified by the department.

*Normal wear and tear* is defined as the unavoidable deterioration that results from normal and intended use, without negligence, carelessness, or modification.

*Replacement costs* are defined as the cost to replace a uniform item that is not returned to the vendor as scheduled or one that is damaged beyond repair. Replacement costs for individual items are set forth in the college’s contract with the vendor.

POLICY:

1. Facilities Management will utilize an outside vendor to supply uniforms for staff. Uniforms will be provided at no cost to the employee. Each department within Facilities Management will designate the clothing items, materials and color combinations that comprise their approved uniform.
2. Uniforms will remain the property of the vendor. The vendor will replace uniforms due to normal wear and tear. If an employee loses or damages a uniform through carelessness, neglect or alteration, they can be held liable for the costs of replacement.

3. Employees are required to report to work in a clean, well maintained uniform. Employees may not modify uniforms in any way and must present a neat and orderly appearance at all times.

   a. Generally, nothing will be hung on shirts including but not limited to: radios, phones, pagers and tools. If an employee has a hand microphone, that may be attached to the shirt.

   b. An identification lanyard may be worn if it may be safely done so.

4. Shirts must be tucked in at the waist and buttoned to the top, or second from the top, button. Employees will be allowed to wear short sleeve or long sleeve shirts based on individual comfort.

5. Pants must be worn on the waist or hips. Belts and/or suspenders are encouraged. Only pants and shorts approved by each department are allowed. All other types, styles, materials, and lengths are specifically excluded.

   a. Shorts may be approved as a summer uniform item by each department.

6. As determined by each department, either safety or slip-resistant shoes are required for staff while at work. The college provides a pre-determined stipend towards the purchase of one pair of work approved shoes per fiscal year. Refer to FM Directive 785 for details.

7. Hats are generally allowed in uniform and shall have no lettering or logo that is distracting or objectionable to others in the workplace. Hats may in no way impede performance of duties or cause an unsafe condition. Hats shall only be worn outdoors and are not to be worn indoors. Management retains the right to decide on the appropriateness of hats.

8. New employees will not be issued uniforms until they have worked ninety (90) days. Probationary and temporary employees are required to wear appropriate, serviceable work clothing. Shirts must have collars and sleeves. No offensively printed material is allowed. No holes, tears or shreds or any clothing item are allowed. Shoes must be fully enclosed and appropriate for the work tasks assigned. If an employee is in the 100% cotton mandatory category (2c), their personal work clothing must reflect this also. The following clothing items are not permitted: cut-offs, stretch pants, capris, sweat pants, any sleeveless shirt, cut-off t-shirts, low neck lines, halter tops, moccasins, sandals or open-toed shoes of any kind.
9. Employees shall sign for, and should exercise good judgment and proper care of, uniforms issued to them. Uniforms must be returned to the department within three (3) working days after leaving. If a uniform is damaged or wears out, there is generally no charge to the employee unless damage is the result of negligence or misconduct. Damaged uniforms will be exchanged promptly. Lost uniforms or a failure to return issued uniforms will result in an employee charge.

10. Departments may choose to provide lightweight jackets that match their designated uniform. Jackets and coats, like caps and hats, are considered outerwear and shall not be worn indoors.

11. Supervisors and Managers are responsible for ensuring these guidelines are met. In the event an employee arrives for work in a way that is not in line with this directive, their supervisor shall advise them that they are not dressed appropriately to perform their duties. On the first occasion, the employee will be given the opportunity to address the issue, and if necessary, to return home to change (time to travel and change will not be paid). Any further incidents will be considered a breach of department guidelines.

12. Managers are expected to wear attire which, at a minimum, meets the standard definition of “business casual” and which projects a professional image.

Van Dobson, P.E.
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