



Facilities Management
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DIRECTIVE 120

TITLE: Uniform Program/Dress Code for Facilities Management Staff

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

EFFECTIVE DATE: January 20, 2023

REVISION OF: This replaces FM Directive 120 dated November 14, 2014.

- I. SCOPE:** This directive applies to all employees of Facilities Management who are required to wear a uniform.
- II. PURPOSE:** 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 staff who wear it to be recognized and respected as symbols of stewardship and public service. Staff shall wear uniforms issued through the university 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.

III. DEFINITIONS:

- A. *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.
- B. *Normal wear and tear* is defined as the unavoidable deterioration that results from normal and intended use, without negligence, carelessness, or modification.
- C. *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 university's contract with the vendor.

IV. POLICY:

- Facilities Management (FM) will utilize an outside vendor to supply uniforms for staff. Uniforms will be provided at no cost to the employee. Each department within FM will designate the clothing items, materials and color combinations that comprise their approved uniform. Departments may choose to provide lightweight jackets that match their designated uniform.

- 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.
- Employees are required to report to work in a clean, well maintained uniform. Employees may not modify uniforms in any way and must always present a neat and clean appearance, including reporting to work well-groomed.
 - 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.
 - An identification lanyard may be worn if it may be safely done so. All staff members must always carry their identification card while at work.
 - At the discretion of the department Director, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped or frayed clothing. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted
- 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.
- 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. FM recognizes the importance of individually held religious beliefs to persons within its workforce. FM will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the university human resources department.
 - Shorts may be approved as a summer uniform item by each department. Shorts must be worn so that they do not extend below the bottom of the knee-cap or rise above 4 inches over the knee-cap. Some trades in FM, due to the nature of their work, may not approve shorts.
- As determined by each department, either safety or slip-resistant shoes are required for staff while at work. The university 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.
- Hats and religious head coverings are generally allowed in uniform and shall have no visible lettering or logos. Employees will be asked to remove hats if the wearing of a hat impedes performance of duties, creates a workplace distraction, or causes an unsafe condition.
- New employees may not be issued uniforms until they have worked thirty (30) days. Probationary and temporary employees are required to wear appropriate, serviceable work clothing. Shirts must have sleeves. Clothing should not have visible lettering or logos larger

than 3 inches in diameter. Exceptions are allowed for William & Mary branded clothing. No holes, tears or shreds in 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, leggings, capris, sweat pants, any sleeveless shirt, cut-off t-shirts, crop tops, sandals or open-toed shoes of any kind.

- 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 five (5) working days after separating from university employment. 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 may result in replacement charges billed to the employee.
- Supervisors and Managers are responsible for ensuring these guidelines are met. If a staff member comes to work in inappropriate dress, on the first occasion, the employee will be required to address the issue, and if necessary, to return home to change into conforming attire, and return to work (time to travel and change will be charged to available leave balances. If these available leave banks are exhausted, this time will be leave without pay. Any further incidents will be considered a breach of department guidelines.
- Staff who are not required to wear a uniform are expected to wear attire which, at a minimum, meets the standard definition of “business casual” and which projects a professional image. They should dress for their day and the meetings that they will have. Jeans and sneakers are allowable in FM as long as they are neat, clean, have no rips or tears and are appropriate for the meetings scheduled that day. Staff who are not required to wear a uniform, are still be required to wear slip resistant or safety shoes or a hard hat/PPE in some situations.
- Employees are able to wear their uniforms off-campus as needed while commuting, running errands, meal breaks, etc. When an employee wears their uniform while off-campus, they are representing William & Mary to the public. In these situations, employees are required to maintain the appropriate standard of dress/personal appearance and act in a professional manner. Acting in a way that is detrimental to the University may be grounds for disciplinary action.

V. APPROVAL, AMENDMENT, AND GUIDANCE:

This policy was approved by the Chief Facilities Officer of Facilities Management. The Facilities Management HR Manager interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.

DocuSigned by:

Samuel Hayes III
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Samuel Hayes, III
Chief Facilities Officer
Facilities Management