



FACILITIES MANAGEMENT DEPARTMENT

POLICY: I: 13—Uniform Procedure
Procedure Review: Annually

DATED: February 1995
UPDATED: January 2018

APPROVED: Executive Director of Facilities and Construction: _____

I. PURPOSE

The purpose of this procedure is to define what constitutes an appropriate uniform for employees who are assigned uniforms, how they are issued, laundered, repaired, altered, and replaced.

II. DEFINITIONS

A. Uniform - Clothing of a distinctive design or fashion worn by FM employees and serving as a means of identification.

III. RESPONSIBILITIES

A. Executive Director of Facilities and Construction – Responsible for overall administration of the procedure.

B. Directors, Associate Director, Assistant Directors, Managers and Supervisors - Responsible for ensuring the material requests are issued for new or replacement apparel in their area of responsibility.

A. Storeroom Manager - Responsible for ordering and stocking apparel as well as obtaining replacement apparel when existing items are worn out.

B. Employees- Responsible for wearing a clean and presentable outfit or authorized substitute while working at the university.

IV. PROCEDURE

A. Uniform shirts are required to be worn by permanent and wage FM employees while on the job to provide identification, present a neat appearance to students, the university community and the general public.

B. Shop staff will receive the following apparel upon being hired:

Shop	Long Sleeve Shirts	Short Sleeve shirts (button or Tee Shirts)	Jacket	Raincoat	Pants	Coveralls	Boots
Administrative Positions	3	5	1	0	0	0	0
Building Automation	3	5	1	1	0	0	0
Building Safety Technologies	3	5	1	1	0	0	0
Burner Shop	3	5	1	1	5	1	0
Carpenter Shop	3	5	1	1	0	0	0
Carpet Cleaning	3	5	1	1	0	0	0
Electric Shop	3	5	1	1	0	1	0
Emergency Power	3	5	1	1	0	0	0
Engineering/Capital	3	5	1	1	0	0	0
Garage	3	5	1	1	0	0	1
Housekeeping Equipment Repair	3	5	1	1	0	1	0
Housekeeping	3	5	1	1	0	0	0
HVAC/Refrigeration	3	5	1	1	0	1	0
Landscaping	3	5	1	1	0	1	1
Life Safety	3	5	1	1	0	0	0
Lock Shop	3	5	1	1	0	0	0
Motor Pool	3	5	1	1	0	0	0
Moving & Delivery	3	5	1	1	0	0	0
Paint Shop	3	5	1	1	0	0	0
Pest Mgt.	3	5	1	1	0	0	0
Power Plant	3	5	1	1	5	2	1
Plumbing Shop	3	5	1	1	0	0	0
Recycling/Waste Mgt.	3	5	1	1	0	1	1
Sign Shop	3	5	1	1	0	0	0
Summer Temps	0	3 (class II)	0	0	0	0	0
Utility Shop	3	5	1	1	0	0	0

1. Shirts for special events, such as graduation and athletic events, are issued through the storeroom. Special event apparel is to be worn by those working in support of during the special event only. One shirt per employee.
2. Inclement weather staff will be issued boots. Boot purchases must be approved by a manager.
3. Additional apparel not listed above (such as caps, smocks, etc.) should be requested by the shop manager and approved by the Assistant/Associate Director.
4. Boots will be replaced on a bi-annual basis and the university will contribute up to \$125 towards new boots, any cost greater than this amount is to be covered by the employee. Techs will not be responsible for returning worn boots to the storeroom.
5. Employees are responsible for keeping uniform clean, laundered and in good repair.
6. JMU issued apparel is not to be worn at another job or off campus, except to and from work.

7. Apparel should be ordered through the storeroom. Storeroom staff will assist departmental managers and supervisors with inventory counts by shop.
8. Tee shirts issued to Landscaping will be the class II neon yellow shirts, all other shops will be the tan shirts.
9. Worn out apparel which requires major repair or a size change must be turned in to the warehouse along with a warehouse requisition for replacement. The requisition must have a supervisor's signature.
10. The storeroom stocks shirts in sizes small through 4X large. If stock is depleted, storeroom personnel will hold the requisition until shirts are received and then issue appropriate size to employee.
11. The storeroom does not stock Power Plant or Transportation uniforms. The manager's for these shops are responsible for ordering and distributing uniforms.
12. Employees are required to turn in worn apparel to the warehouse prior to receiving replacement items.
12. Employees leaving FM employment must turn in all issued apparel items to the warehouse prior to departure. The value of items not returned can be deducted from your last paycheck.

V. CONDITIONS

- A. Appropriate apparel must be worn at all times.
- B. Pants are the responsibility of the FM employee and will not be purchased by the department with the exception of the Power Plant and Burner Shop. Pants must be clean and work appropriate, as approved by the supervisor.
- C. Blue jeans or khaki pants may be worn with the following conditions:
 1. Blue jeans or khaki pants must be presentable (clean) and neat with no tears, holes, or unsown edges.
 2. Pants must fit loose enough that movement is not limited.
 3. Pants must be supplied, repaired, and laundered by the wearer.
- D. Shorts may only be worn between May graduation and the last week of September, (this restriction is in addition to the safety concerns of the job being performed) where appropriate, as a substitute for blue jean or khaki trousers with the following conditions:
 1. Work must be of the type where leg protection is not required (i.e. weed eater operation requires leg protection).
 2. Shorts must be presentable (clean) and neat with no tears, holes, or unsown edges.

3. Shorts must be a solid color, at least mid-thigh length, and fit loose enough that movement is not limited.
 4. Shorts must be supplied, repaired, and laundered by the wearer.
- E. Any deviation from this procedure will be brought to the individual's attention and may result in being sent home on their own time to correct the problem.